

**RICHLAND**

**1999-2000**

**COLLEGE CATALOG**

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## ACCOUNTING

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X40899

This degree is designed to prepare students for various career opportunities in accounting. Students may specialize in the areas of financial, managerial, cost, tax, and/or small business accounting. Emphasis is placed on internal accounting procedures and generally accepted accounting principles. This program is intended to provide a foundation on which the graduate can build an accounting career through expanded experience and/or further education.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## ACCOUNTING ASSISTANT

*Offered at all seven campuses*

(Certificate)

**(Students pursuing this certificate program are waived from TASP requirements.)**

Degree Plan Number X53879

The program is designed to provide the student with an expanded knowledge of basic accounting and business principles while emphasizing the development of communication and human relations skills necessary for advancement in accounting or other business-related careers. The courses required for this certificate are applicable to the Associate of Applied Science Degree in Accounting.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.

# ACCOUNTING CLERK

*Offered at all seven campuses*

(Certificate)

**(Students pursuing this certificate program are waived from TASP requirements.)**

Degree Plan Number X53889

This program is designed to provide the student with the skills necessary to obtain entry-level employment in accounting. Emphasis is on the development of basic accounting, spreadsheet, word processing, and ten-key skills. The courses required for the certificate are applicable to the Accounting Assistant Certificate and the Associate of Applied Science Degree in Accounting.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm)** or from an academic advisor beginning June 1, 1999.

# BUSINESS ADMINISTRATION

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X43659

The Business Administration associate degree is designed for students seeking a broad program of study in all phases of business practices. This degree focuses not only at the core of management (principles of management, organizational behavior, and personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, and business law).

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42279

This option is designed to develop entry-level skills and knowledge in computer information systems. The option includes several business courses found in university degree programs as well as CISC courses which will prepare students for CISC course work at a university. A touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
CISC 1471 Problem Solving with the Computer ..	4
BUSI 1301 Introduction to Business <b>OR</b>	
MGMT 1370 Principles of Management.....	3
ENGL 1301 Composition I .....	3
MATH 1324 Mathematics for Business and Economics I .....	3
	17
<b>SEMESTER II</b>	
CISC 1372 Data Communications and Operating Systems .....	3
CISC 1476 Programming I .....	4
ACCT 2301 Principles of Accounting I <b>OR</b> .....	3
ACCT 2401 Principles of Accounting I..... (4)	
MATH 1325 Mathematics for Business and Economics II .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	16-17
<b>SEMESTER III</b>	
CISC 1477 Programming II <b>OR</b>	
CISC 1480 UNIX Operating System I .....	4
ACCT 2302 Principles of Accounting II <b>OR</b> .....	3
ACCT 2402 Principles of Accounting II..... (4)	
ECON 2301 Principles of Economics I .....	3
+Elective .....	3-4
Elective Humanities/Fine Arts .....	3
	16-18

## SEMESTER IV

CISC 2474 C Programming <b>OR</b>	
CISC 2475 Microcomputer Assembly Language <b>OR</b>	
CISC 2490 UNIX Operating Systems II.....	4
CISC 2479 Systems Analysis and Design .....	4
ECON 2302 Principles of Economics II .....	3
Elective Social/Behavioral Science .....	3
	14

Minimum Hours Required .....63

+Elective--Any CISC course including but not limited to CISC 7271, CISC 7371 or CISC 7471

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMPUTER INFORMATION SYSTEMS -- BUSINESS SOFTWARE PROGRAMMER/DEVELOPER

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42669

This option is intended for the preparation of entry-level computer programmers who will work in an applications setting to support the information processing function. It is designed as a two-year career program to prepare students for direct entry into the work environment. It is intended to provide a sufficient foundation so the graduate with experience and continued learning may advance in career paths appropriate to their own particular interests and abilities. Touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
CISC 1471 Problem Solving with the Computer ..	4
BUSI 1301 Introduction to Business <b>OR</b> MGMT 1370 Principles of Management .....	3
ENGL 1301 Composition I .....	3
MATH 1332 College Mathematics I <sup>1</sup> .....	3
	17
<b>SEMESTER II</b>	
CISC 1372 Data Communications and Operating Systems .....	3
CISC 1476 Programming I .....	4
CISC 2470 Control Language and Operating Environments <b>OR</b> CISC 2478 PC Operating Systems and Utilities <b>OR</b> CISC 1480 UNIX Operating Systems .....	4
PSYC 2302 Applied Psychology <sup>2</sup> .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	17
<b>SEMESTER III</b>	
CISC 2375 User Documentation and Training ....	3
CISC 2481 Database Applications .....	4
CISC XXXX CISC Programming Course <sup>3</sup> .....	3-4
ACCT 2301 Principles of Accounting I <b>OR</b> .....	3
ACCT 2401 Principles of Accounting I .....	(4)
Elective Humanities/Fine Arts .....	3
	16-18

## SEMESTER IV

CISC 2479 Systems Analysis and Design .....	4
CISC XXXX CISC Programming Course <sup>4</sup> .....	3-4
CISC XXXX Any CISC Programming <b>OR</b> Application Development Course .....	3-4
+Elective .....	3-4
	13-16

Minimum Hours Required .....63

+Elective--Any CISC or COSC course including but not limited to CISC 7271, CISC 7371, CISC 7471

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

<sup>1</sup> MATH 1324 may be substituted for MATH 1332.

<sup>2</sup> PSYC 2301 may be substituted for PSYC 2302.

<sup>3</sup> First in a two-course programming language series or CISC 1477 or CISC 2490.

<sup>4</sup> Second in a two-course programming language series or any CISC programming course if CISC 1477 or CISC 2490 is completed

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMPUTER INFORMATION SYSTEMS -- LOCAL AREA NETWORK ADMINISTRATOR

*Brookhaven, Eastfield, North Lake and Richland only*

(Associate Degree)

Degree Plan Number X43199

This program will provide training and education for individuals interested in developing their knowledge and skills as a local area network administrator. The program emphasizes practical skills required to perform duties in the work environment under the supervision of an experienced local area network administrator. The objectives of the program are to provide instruction that presents the fundamentals of computer networking, an in-depth look at fundamentals of designing and implementing computer-related local area networks, local area network software, network and hardware supply to local area networks, and instruction that will help the student build his background in the area of operation and management in the local area network environment. Additionally, practical experience and skills will be acquired through the student's participation in cooperative education work experiences. This course of study will allow the student to get work-related exposure for applying skills as a local area network administrator.

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470	Introduction to Computer Concepts and Applications .. 4
CISC 1471	Problem Solving with the Computer .4
ENGL 1301	Composition I .....3
MATH 1324	Mathematics for Business and Economics I .....3
PSYC 2302	Applied Psychology OR
PSYC 2301	Introduction to Psychology .....3
	17
<b>SEMESTER II</b>	
CISC 1372	Data Communications and Operating Systems .....3
CISC 1474	Text Processing Applications .....4
MGMT 1370	Principles of Management .....3
SPCH 1311	Introduction to Speech Communication .....3
Elective	Humanities/Fine Arts .....3
	16

## SEMESTER III

CISC 2370	Fundamentals of Networking .....	3
CISC 2471	Network Software .....	4
CISC 2478	PC Operating Systems and Utilities .	4
+Electives	.....	3-4
++Electives	.....	3-4
		17-19

## SEMESTER IV

CISC 2375	User Documentation and Training ...	3
CISC 2480	PC Hardware .....	4
CISC 2485	Network Problems and Applications .	4
CISC 2488	Network Hardware .....	4
		15

Minimum Hours Required .....65

+Elective--Any CISC course including but not limited to CISC 7271, CISC 7371, or CISC 7471

++Elective--must be selected from the following:

CISC	1476	Programming I .....	4
CISC	1479	Application Development Tools .....	4
CISC	1373	BASIC Programming .....	3
CISC	1480	UNIX Operating System I .....	4
CISC	2476	Spreadsheet Applications .....	4
CISC	2481	Database Applications .....	4
CISC	2374	Advanced BASIC Techniques .....	3
CISC	2490	UNIX Operating System II .....	4
CISC	2491	UNIX System Administration .....	4
CISC	7271	Cooperative Work Experience .....	2
CISC	7371	Cooperative Work Experience .....	3
CISC	7471	Cooperative Work Experience .....	4
CISC	7272	Cooperative Work Experience .....	2
CISC	7372	Cooperative Work Experience .....	3
CISC	7472	Cooperative Work Experience.....	4
MATH	1342	Introduction to Statistics .....	3

Students may obtain credit toward a degree for only one of each pair of courses below:

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

Students who wish to pursue a particular interest in connection with networking should select their elective courses accordingly. A student who has an interest related to network use of applications should select CISC 2476, CISC 2481, or appropriate work experience. A LAN student interested in programming skills should select CISC 1476, CISC 1479, CISC 1373 or CISC 2374.

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# COMPUTER INFORMATION SYSTEMS -- LAN SERVER OPERATOR

*Brookhaven, Eastfield, North Lake and Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53339

LAN server operators are prepared to perform the daily and routine tasks associated with maintaining a local area network server. These operators can set up new users on the system, create directories, perform daily backups of the server hard disk, scan for computer virus infections, manipulate printer operations, check for security problems, install applications on the server, and assist users in learning how to log in and out of the network and perform other routine user tasks on the network.

		CREDIT HOURS
<b>SUMMER SEMESTER</b>		
CISC 1470	Introduction to Computer Concepts and Applications .....	4
ENGL 1301	Composition I .....	3
		7
<b>FALL SEMESTER</b>		
CISC 1372	Data Communications and Operating Systems .....	3
CISC 1471	Problem Solving with the Computer ..	4
CISC 1474	Text Processing Applications.....	4
SPCH 1311	Introduction to Speech Communication .....	3
		14
<b>SPRING SEMESTER</b>		
CISC 2370	Fundamentals of Networking .....	3
CISC 2375	User Documentation and Training ....	3
CISC 2471	Network Software .....	4
CISC 2478	PC Operating Systems and Utilities .....	4
		14
Minimum Hours Required .....		35

Students who are not interested in completing the two-year program in Local Area Network Administrator have the option of completing in one year the certificate program for LAN Server Operator. All ten of the courses required for the LAN Server Operator certificate will apply if the student subsequently chooses to continue work on the two-year program in LAN Administrator.

# COMPUTER INFORMATION SYSTEMS -- PERSONAL COMPUTER SUPPORT

*Eastfield, El Centro, Mountain View, and Richland only*

(Associate Degree)

Degree Plan Number X42799

This program includes education/training to qualify students to provide support for personal computer users; to trouble-shoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware, matching company standards to product specifics; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development of training courses and providing training for users.

A touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
CISC 1471 Problem Solving with the Computer ..	4
BUSI 1301 Introduction to Business <b>OR</b>	
MGMT 1370 Principles of Management.....	3
ENGL 1301 Composition I .....	3
MATH 1332 College Mathematics I <sup>1</sup> .....	3
	<u>17</u>
<b>SEMESTER II</b>	
CISC 1372 Data Communications and Operating Systems .....	3
CISC 1474 Text Processing Applications .....	4
CISC 2476 Spreadsheet Applications .....	4
ACCT 1371 Elementary Accounting <sup>2</sup> .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>17</u>
<b>SEMESTER III</b>	
CISC 2370 Fundamentals of Networking .....	3
CISC 2478 PC Operating Systems and Utilities ..	4
CISC 2480 PC Hardware .....	4
PSYC 2302 Applied Psychology <sup>3</sup> .....	3
Elective Humanities/Fine Arts .....	3
	<u>17</u>

## SEMESTER IV

CISC 2375 User Documentation and Training ...	3
CISC 2481 Database Applications .....	4
CISC 7371 Cooperative Work Experience <b>OR</b> ....	3
CISC 7471 Cooperative Work Experience .....	(4)
+Elective .....	<u>3-4</u>
	<u>13-15</u>

Minimum Hours Required .....64

+Elective - Any CISC course.

NOTE: Students may obtain credit toward a degree for only one of each pair of courses below:

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

<sup>1</sup> MATH 1324 may be substituted for MATH 1332.

<sup>2</sup> ACCT 2301 or ACCT 2401 may be substituted for ACCT 1371.

<sup>3</sup> PSYC 2301 may be substituted for PSYC 2302.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## COMPUTER NETWORKING

*Richland only*

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number 843709

This program will provide training and education for individuals interested in developing their knowledge and skills as networking professionals. The program also provides preparatory training for those wishing to take CNE-5 and MCSE certification examinations.

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
CISC 1471 Problem Solving with the Computer ..	4
ENGL 1301 Composition I .....	3
MATH 1324 Mathematics for Business and Economics I .....	3
PSYC 2302 Applied Psychology OR	
PSYC 2301 Introduction to Psychology .....	3
	17
<b>SEMESTER II</b>	
CISC 2460 NetWare 5 Administration .....	4
CISC 1380 Networking Technologies .....	3
MGMT 1372 Small Business Management .....	3
SPCH 1311 Introduction to Speech Communications .....	3
+Elective Humanities/Fine Arts .....	3
	16
<b>SEMESTER III</b>	
CISC 2461 NetWare 5 Advanced Administration .....	4
CISC 2497 Network Service and Support .....	4
CISC 2480 PC Hardware .....	4
CISC 2378 NDS Design and Implementation .....	3
CISC 2462 Windows NT 4 Administration .....	4
	19
<b>SEMESTER IV</b>	
CISC 2463 Windows NT 4: Core Technologies ...	4
CISC 2464 Windows NT 4: Enterprise Server Technologies .....	4
CISC 2465 TCP/IP with NT 4 .....	4
**Elective Any Windows NT Special Topics .....	4
CISC 7271 Cooperative Work Experience .....	2
	18

Minimum Hours Required ..... 70

+Select Humanities/Fine Arts elective course from: Art, Dance, Drama, Music, Humanities, Philosophy, Religion, Foreign Languages, Literature, or Cultural Geography.

\*\*Select any course listed under CISC 2484 (Special Topics) that utilizes the Windows NT networking software.

## TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Computer Networking Associate Degree and provide the student advanced skills required by the industry to specialize in Infrastructure and Advanced Access or Network Management.

### MASTER CNE IN INFRASTRUCTURE AND ADVANCED ACCESS

*Richland only*

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Number 837309

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 2371 Fundamentals of Networking Management .....	3
CISC 2379 Fundamentals of Internetworking .....	3
CISC 2381 Internetworking with NetWare Multi-protocol Router .....	3
CISC 2382 NetWare TCP/IP Transport .....	3
	12
Minimum Hours Required .....	12

### MASTER CNE IN NETWORK MANAGEMENT

*Richland only*

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Number 837299

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 2371 Fundamentals of Networking Management .....	3
CISC 2379 Fundamentals of Internetworking .....	3
CISC 2380 NetWare Management using NetWare Managewise .....	3
	9
Minimum Hours Required .....	9

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills certificate need to consult with their advisor.

## COMPUTER NETWORKING--CNE-5

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 854349

This program will provide training and education for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take CNE-5 certification examinations.

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301	Composition I.....3
CISC 1380	Networking Technologies .....3
SPCH 1311	Introduction to Speech Communications <b>OR</b>
MATH 1324	Mathematics for Business and Economics I .....3
CISC 2460	NetWare 5 Administration .....4
CISC 2461	NetWare 5 Advanced Administration .....4
	17
<b>SEMESTER II</b>	
CISC 2466	Intranet Ware: Integrating Windows NT.....4
CISC 2378	NDS Design and Implementation .....3
CISC 2497	Network Service and Support .....4
	11
Minimum Hours Required	28

## COMPUTER NETWORKING--NT 4

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 854339

This program will provide training and education for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take MCSE certification examinations.

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301	Composition I.....3
CISC 2462	Windows NT 4 Administration.....4
SPCH 1311	Introduction to Speech Communications <b>OR</b>
MATH 1324	Mathematics for Business and Economics I.....3
CISC 2463	Windows NT 4: Core Technologies...4
	14
<b>SEMESTER II</b>	
CISC 2464	Windows NT 4: Enterprise Server Technologies.....4
CISC 2465	TCP/IP with NT 4.....4
*Elective	Any Microsoft Networking Course.....4
	12
Minimum Hours Required	26

\*Elective-Any Microsoft Windows NT course (currently offered through CISC 2484-Special Topics in CISC)

## COMPUTER NETWORKING--MASTER CNE IN NETWORK MANAGEMENT

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853739

This certificate will provide advanced training and education for CNEs and graduates of the Computer Networking Associate degree program who wish to enhance their networking skills and knowledge in the area of network management.

The certificate also provides preparatory training for those wishing to take certification examinations for Master CNE in Network Management.

		CREDIT HOURS
<b>SEMESTER I</b>		
ENGL 1301	Composition I .....	3
CISC 2378	NDS Design and Implementation .....	3
CISC 2371	Fundamentals of Network Management .....	3
CISC 2379	Fundamentals of Internetworking .....	3
CISC 2380	Network Management Using NetWare Managewise .....	3
CISC 2377	Printing with NetWare .....	3
SPCH 1311	Introduction to Speech Communications OR	
MATH 1324	Mathematics for Business and Economics I .....	3
		21
Minimum Hours Required .....		21

## COMPUTER NETWORKING--MASTER CNE IN INFRASTRUCTURE AND ADVANCED ACCESS

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853749

This certificate will provide advanced training and education for CNEs and graduates of the Computer Networking Associate degree program who wish to enhance their networking skills and knowledge in the area of infrastructure and advanced access. The certificate also provides preparatory training for those wishing to take certification examinations for Master CNE in Infrastructure and Advanced Access.

		CREDIT HOURS
<b>SEMESTER I</b>		
CISC 2378	NDS Design and Implementation .....	3
CISC 2371	Fundamentals of Network Management .....	3
CISC 2379	Fundamentals of Internetworking .....	3
CISC 2381	Internetworking with NetWare Multi-Protocol Router .....	3
CISC 2382	NetWare TCP/IP Transport .....	3
ENGL 1301	Composition I .....	3
SPCH 1311	Introduction to Speech Communications OR	
MATH 1324	Mathematics for Business and Economics I .....	3
		21
Minimum Hours Required .....		21

# EDUCATIONAL PERSONNEL

*El Centro and Richland only*

(Associate Degree)

Degree Plan Number X42889

This program is designed to prepare educational personnel in a wide range of competencies needed for effective roles in public and nonpublic schools. A student can take courses required for the one year Educational Assistant Certificate and continue in the program to receive the two-year Associate in Applied Sciences Degree.

Educational personnel are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

The program offered at El Centro College is under the administration of Richland College. Students apply for admission and attend classes at El Centro but receive their degrees from Richland.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

	CREDIT HOURS
<b>SEMESTER I</b>	
EDUC 1370 Language Skills for Educational Personnel .....	3
EDUC 1371 Introduction to Educational Processes I .....	3
SPCH 1311 Introduction to Speech Communication .....	3
Elective Any Non-EDUC Course .....	3
HIST 1301 History of the United States OR	
+Elective Social/Behavioral Science .....	3
	15
<b>SEMESTER II</b>	
EDUC 1375 Principles and Practices of Multi-Cultural Communications .....	3
EDUC 2370 Computer Instruction for Educators .....	3
ENGL 1301 Composition I .....	3
HIST 1302 History of the United States .....	3
Elective .....	3
	15

## SEMESTER III

EDUC 2373	The Exceptional Child .....	3
EDUC 7271	Cooperative Work Experience* OR ..	2
EDUC 7371	Cooperative Work Experience* OR .....	(3)
EDUC 7471	Cooperative Work Experience .....	(4)
ENGL 1302	Composition II .....	3
GOVT 2301	American Government OR	
Elective .....		3
++Elective	Humanities/Fine Arts .....	3
		14-16

## SEMESTER IV

EDUC 7272	Cooperative Work Experience* OR ..	2
EDUC 7372	Cooperative Work Experience* OR .....	(3)
EDUC 7472	Cooperative Work Experience .....	(4)
GOVT 2302	American Government OR	
Elective .....		3
MATH 1314	College Algebra OR .....	3
MATH 1414	College Algebra OR .....	(4)
MATH 1335	Fundamental Concepts of Mathematics for Elementary Teachers .....	3
+++Elective .....		4-6
		12-16

Minimum Hours Required ..... 60

Electives--should be selected in consultation with the Educational Personnel Program Coordinator.

+Elective--must be selected from the following:

PSYC	2301	Introduction to Psychology .....	3
PSYC	2314	Developmental Psychology .....	3
SOCI	1301	Introduction to Sociology .....	3
SOCI	1306	Social Problems .....	3
SOCI	2319	Race, Ethnicity and Community .....	3

++Elective--must be selected from the following:

ARTS	1301	Art Appreciation .....	3
DRAM	1310	Introduction to the Theatre .....	3
HUMA	1301	Introduction to the Humanities .....	3
MUSI	1306	Music Appreciation .....	3
PHIL	1301	Introduction to Philosophy .....	3

+++Elective--must be selected from the following:

BIOL	1408	Biological Science .....	4
BIOL	1409	Biological Science .....	4
CHEM	1405	Introductory Chemistry I .....	4
CHEM	1407	Introductory Chemistry II .....	4
OFCT	1375	Beginning Keyboarding .....	3
OFCT	1376	Intermediate Keyboarding .....	3
PHYS	1311	Descriptive Astronomy .....	3
PHYS	1312	General Astronomy .....	3

\*If less than 4 hours of Cooperative Work Experience are taken, student must take additional electives to meet the minimum hours required.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# EDUCATIONAL PERSONNEL -- BILINGUAL/ESL OPTION

*El Centro and Richland only*

(Associate Degree)

Degree Plan Number X42899

The Bilingual/ESL Option in the Educational Personnel Program is designed to prepare the student to assist in the instructional development of children who have a limited English proficiency.

The Associate in Applied Sciences Degree is awarded for successful completion of at least 64 credit hours as outlined.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

	CREDIT HOURS
<b>SEMESTER I</b>	
EDUC 1371 Introduction to Educational Processes I .....	3
EDUC 1375 Principles and Practices of Multicultural Communications .....	3
ENGL 1301 Composition I .....	3
HIST 1301 History of the United States .....	3
SPAN 1411 Beginning Spanish .....	4
	16
<b>SEMESTER II</b>	
EDUC 1370 Language Skills for Educational Personnel .....	3
ENGL 1302 Composition II .....	3
HIST 1302 History of the United States .....	3
MATH 1335 Fundamental Concepts of Mathematics for Elementary Teachers OR	
MATH 1314 College Algebra OR .....	3
MATH 1414 College Algebra .....	(4)
SPAN 1412 Beginning Spanish .....	4
	16-17
<b>SEMESTER III</b>	
EDUC 1377 Bilingual Education: Philosophy, Techniques, Materials .....	3
EDUC 2370 Computer Instruction for Educators .....	3
PSYC 2301 Introduction to Psychology .....	3
SPCH 1311 Introduction to Speech Communication .....	3
+Elective Humanities/Fine Arts .....	3
Elective Any Non-EDUC Course .....	3
	18

## SEMESTER IV

EDUC 2371 Techniques for Teaching English to Non-Native Speakers .....	3
EDUC 2373 Exceptional Child .....	3
EDUC 7271 Cooperative Work Experience OR... (2)	
EDUC 7371 Cooperative Work Experience OR... (3)	
EDUC 7471 Cooperative Work Experience .....	4
GOVT 2301 American Government .....	3
++Elective .....	3-4
	14-17

Minimum Hours Required..... 64

+Elective--must be selected from the following:

ARTS	1301	Art Appreciation .....	3
HUMA	1301	Introduction to the Humanities .....	3
MUSI	1306	Music Appreciation .....	3

++Elective--must be selected from the following:

BUSI	1301	Introduction to Business .....	3
BIOL	1406	General Biology OR	
BIOL	1408	Biological Science .....	4
OFCT	1375	Beginning Keyboarding .....	3
PHYS	1415	Physical Science .....	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# EDUCATIONAL PERSONNEL -- EDUCATIONAL ASSISTANT

*El Centro and Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X52909

This Educational Assistant certificate program provides the student with the basic knowledge and skills to work effectively in public schools as an educational aide or teacher assistant. All courses taken in this certificate program will apply to the Associate Degree program in Educational Personnel as well as to the Bilingual/ESL Option.

	CREDIT HOURS
<b>SEMESTER I</b>	
EDUC 1371 Introduction to Educational Processes I .....	3
EDUC XXXX Any EDUC Course .....	3
SPCH 1311 Introduction to Speech Communication OR	
MATH 1314 College Algebra OR .....	3
MATH 1414 College Algebra OR .....	(4)
MATH 1335 Fundamental Concepts of Mathematics for Elementary Teachers .....	(3)
+Technical Electives .....	6
	15-16
<b>SEMESTER II</b>	
EDUC 1370 Language Skills for Educational Personnel .....	3
EDUC 1375 Principles and Practices of Multicultural Communications .....	3
EDUC 2373 The Exceptional Child .....	3
ENGL 1301 Composition I .....	3
+Technical Elective .....	3
	15
Minimum Hours Required .....	30

+Technical Electives--must be selected from the following:

COMM 1370	Applied Communications .....	3
EDUC 1372	Introduction to Educational Processes II .....	3
EDUC 1373	Introduction to Media .....	3
EDUC 2370	Computer Instruction for Educators .....	3
EDUC 2170	Diversified Studies .....	1
EDUC 2270	Diversified Studies .....	2
EDUC 2372	Diversified Studies .....	3
EDUC 7271	Cooperative Work Experience .....	2
EDUC 7371	Cooperative Work Experience .....	3
EDUC 7471	Cooperative Work Experience .....	4
EDUC 7272	Cooperative Work Experience .....	2
EDUC 7372	Cooperative Work Experience .....	3
EDUC 7472	Cooperative Work Experience .....	4
ENGL 1301	Composition I .....	3
EITP 1470	Beginning Sign Language .....	4
EITP 1471	Intermediate Sign Language .....	4
ENGL 1302	Composition II .....	3
ENGL 1302	(2000 Level Literature Course) .....	3
HDEV 1370	Educational and Career Planning .....	3
MATH 1335	Fundamental Concepts of Mathematics for Elementary Teachers OR Mathematics Elective .....	3
OFCT 1375	Beginning Keyboarding .....	3
OFCT 1376	Intermediate Keyboarding .....	3
PHED 1304	Fundamentals of Health .....	3
PHED 1301	Introduction to Physical Education .....	3
PHED 1306	Advanced First Aid and Emergency Care .....	3
PSYC 2301	Introduction to Psychology .....	3
PSYC 2314	Developmental Psychology .....	3
SOCI 1301	Introduction to Sociology .....	3
SOCI 1306	Social Problems .....	3
SOCI 2301	Marriage and Family .....	3
SOCI 2319	Race, Ethnicity and Community .....	3
SPCH 1315	Fundamentals of Public Speaking .....	3
SPCH 1342	Voice and Articulation .....	3

Art or music as appropriate and approved by EDUC instructor. Other courses occupationally appropriate and approved by the EDUC instructor.

## ENGINEERING TECHNOLOGY -- COMPUTER AIDED DESIGN OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 843779

Design skills are required of today's CAD professionals. Knowledge of FEA, material analysis, applied mechanics, design for manufacture and CAD/CAM provides a strong base of information needed in design development.

This program stresses the entire product development process, using the parametric approach and integrating the computer as a true instrument of design - not a drafting tool.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

## ENGINEERING TECHNOLOGY -- CAD/CAM CERTIFICATE

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853789

This certificate has been developed to provide skills for entry level CAD positions as well as the manufacturing specialists who requires training necessary for the integration of CAD and the CNC machines.

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NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## ENGINEERING TECHNOLOGY -- ELECTRONICS TECHNOLOGY

*Richland only*

(Associate Degree)

Degree Plan Number 843799

To meet the needs of the rapidly changing and expanding field of industrial electronics, this program stresses electronic principles and hands-on experience that can be applied to many aspects of advanced electronics. The Electronics core is complemented by Engineering Technology instruction in areas such as CAD, Fluid Power, Mechanics and Manufacturing. This program prepares individuals for technician level employment in electronics and related industries.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## ENGINEERING TECHNOLOGY -- ELECTRONICS TECHNOLOGY CERTIFICATE

*Richland only*

(Certificate)

**(Students pursuing this certificate program are waived from TASP requirements.)**

Degree Plan Number 853809

This one-year program develops the basic skills necessary for entry-level positions in electronics and related industries. Computer-aided instruction and analysis studies include electronic devices and their application in analog and digital circuits. All courses required for the certificate are applicable to the Electronic Technology Associate Degree.

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## ENGINEERING TECHNOLOGY -- AUTOMATED SYSTEMS OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 843819

Today all levels and aspects of industry are being automated. This has created an increasing demand for individuals with the knowledge and skills required to integrate and program machines in an automated environment. This program has been designed to provide the knowledge necessary for the integration of programmable machinery and computers in automated systems utilized in materials handling, warehousing and manufacturing. This program option prepares individuals for technician level employment in the high-tech automated systems environment.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## ENGINEERING TECHNOLOGY -- ROBOTICS

*Richland only*

(Certificate)

**(Students pursuing this certificate program are waived from TASP requirements.)**

Degree Plan Number 853439

This one-year program provides the student with the basic skills needed in the industrial robotics industry. All of the courses for the one-year certificate are applicable to the Engineering Technology Automated Systems Associate Degree.

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# HEALTH INFORMATION MANAGEMENT -- MEDICAL RECORDS TECHNICIAN

*Mountain View and Richland only*

(Associate Degree)

Degree Plan Number X43599

Medical Records Technicians are responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. Medical Records Technicians possess the technical knowledge and skills necessary to process, maintain, compile and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. The medical record technician may be responsible for functional supervision of the various components of the health information system.

	CREDIT HOURS
<b>SEMESTER I</b>	
HIMT 1370 Medical Records I .....	3
HIMT 2470 Medical Terminology .....	4
ENGL 1301 Composition I .....	3
MATH 1314 College Algebra <b>OR</b> .....	3
MATH 1414 College Algebra .....	(4)
BIOL 1470 Introduction to Human Anatomy and Physiology I .....	4
	17
<b>SEMESTER II</b>	
HIMT 1270 Clinical Practice I .....	2
HIMT 2370 Medical Records II .....	3
BIOL 1472 Introduction to Human Anatomy and Physiology II .....	4
MGMT 1370 Principles of Management .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
	16
<b>SEMESTER III</b>	
HIMT 1371 Pathophysiology .....	3
HIMT 1372 Health Information Quality Standards and Procedures .....	3
HIMT 1470 Disease Classification and Nomenclatures I .....	4
SPCH 1311 Introduction to Speech Communication .....	3
+Elective Humanities/Fine Arts .....	3
	16

## SEMESTER IV

HIMT 2270 Advanced Topics in Health Information Management .....	2
HIMT 2272 Clinical Practice II .....	2
HIMT 2471 Disease Classification and Nomenclatures II .....	4
CISC 1372 Data Communications and Operating Systems .....	3
PSYC 2302 Applied Psychology .....	3
	14

## SEMESTER V

HIMT 2271 Clinical Practice III.....	2
	2

Minimum Hours Required .....65

+Humanities/Fine Arts Elective--must be selected from the following:

ARTS 1301 Art Appreciation .....	3
DRAM 1310 Introduction to Theatre .....	3
ENGL (2000 Level Literature Course) .....	3
HUMA 1301 Introduction to the Humanities .....	3
MUSI 1306 Music Appreciation .....	3
PHIL 1301 Introduction to Philosophy .....	3
Foreign Language .....	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# HEALTH INFORMATION MANAGEMENT -- MEDICAL RECORDS CODING SPECIALIST

*Mountain View and Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53609

A Medical Records Coding Specialist assigns and sequences diseases and procedures with set classification standards and codes (ICD-9-CM, CPT, and HCFA). Responsibilities include the abstracting of medical information from outpatient and inpatient commercial, day surgery, emergency room, clinic and gastroenterology, medical records for statistical research and study purposes, and audits of unbilled accounts reports. The skills required for successful performance of this job include a working knowledge of human anatomy and physiology, medical terminology, the disease process, organization and communication skills.

		CREDIT HOURS
<b>SEMESTER I</b>		
HIMT 1370	Medical Records I .....	3
HIMT 2470	Medical Terminology .....	4
ENGL 1301	Composition I .....	3
CISC 1470	Introduction to Computer Concepts and Applications .....	4
BIOL 1470	Introduction to Human Anatomy and Physiology I .....	4
		18
<b>SEMESTER II</b>		
HIMT 1270	Clinical Practice I .....	2
HIMT 1371	Pathophysiology .....	3
HIMT 1470	Disease Classification and Nomenclatures I .....	4
SPCH 1311	Introduction to Speech Communication .....	3
BIOL 1472	Introduction to Human Anatomy and Physiology II .....	4
		16
<b>SUMMER I</b>		
HIMT 2471	Disease Classification and Nomenclatures II .....	4
		4
<b>SUMMER II</b>		
HIMT 2272	Clinical Practice II .....	2
		2
Minimum Hours Required .....		40

# INTERNATIONAL BUSINESS AND TRADE

*Richland only*

(Associate Degree)

Degree Plan Number 843109

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the growing international trade community. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness. Emphasis is placed on the contribution of exports to the local, state, and national economies. Entrepreneurs or managers of firms with export potential may also benefit from international business and trade studies.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# INTERNATIONAL BUSINESS AND TRADE CERTIFICATE

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853119

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

## MANAGEMENT

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X43669

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## MANAGEMENT

*Offered at all seven campuses*

(Certificate)

**(Students pursuing this certificate program are waived from TASP requirements.)**

Degree Plan Number X53469

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

# MULTIMEDIA TECHNOLOGY— INTERNET COMMUNICATIONS

*Richland only*

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853829

The Internet Communications Certificate programs teach the design and development of web sites for corporate, commercial and educational uses. Special emphasis is placed on incorporating multimedia elements to develop dynamic web sites. In addition to learning advanced HTML and page layout techniques, students learn basic web server technology and client-side scripting. Classes also address networks, security, and legal issues as they relate to the Internet.

		CREDIT HOURS
<b>SEMESTER I</b>		
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment .....	3
MULT 1373	Multimedia Authoring I .....	3
MULT 1383	Digital Imaging for Multimedia .....	3
SPCH 1311	Introduction to Speech Communication <b>OR</b>	
ENGL 1301	Composition I <b>OR</b>	
MATH 1371	Business Mathematics.....	3
		12
<b>SEMESTER II</b>		
MULT 1371	Video and Audio Techniques.....	3
MULT 1382	2D Animation I .....	3
MULT 1377	Internet Communications Design.....	3
SPCH 1311	Introduction to Speech Communication <b>OR</b>	
ENGL 1301	Composition I <b>OR</b>	
MATH 1371	Business Mathematics.....	3
		12
<b>SEMESTER III</b>		
MULT 1372	Multimedia Project Management .....	3
MULT 1378	Advanced Internet.....	3
MULT 1379	Multimedia Project Design.....	3
+Elective	.....	3-4
		12-13

Minimum Hours Required ..... 36

+Elective--student must select from the following:

ENGL 2311	Technical Writing .....	3
MGMT 1372	Small Business Management .....	3
MUSI 1372	Digital Music Production.....	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course...		3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# MULTIMEDIA TECHNOLOGY— INTERNET COMMUNICATIONS

*Richland only*

(Level II Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Number 853839

The Internet Communications Certificate programs teach the design and development of web sites for corporate, commercial and educational uses. Special emphasis is placed on incorporating multimedia elements to develop dynamic web sites. In addition to learning advanced HTML and page layout techniques, students learn basic web server technology and client-side scripting. Classes also address networks, security, and legal issues as they relate to the Internet.

	CREDIT HOURS
<b>SEMESTER I</b>	
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment .....3
MULT 1373	Multimedia Authoring I .....3
MULT 1383	Digital Imaging for Multimedia.....3
SPCH 1311	Introduction to Speech Communication <b>OR</b>
ENGL 1301	Composition I <b>OR</b>
MATH 1371	Business Mathematics.....3
	12
<b>SEMESTER II</b>	
MULT 1371	Video and Audio Techniques.....3
MULT 1382	2D Animation I .....3
MULT 1377	Internet Communications Design.....3
SPCH 1311	Introduction to Speech Communication <b>OR</b>
ENGL 1301	Composition I <b>OR</b>
MATH 1371	Business Mathematics.....3
	12
<b>SEMESTER III</b>	
MULT 1372	Multimedia Project Management .....3
MULT 1378	Advanced Internet.....3
MULT 1379	Multimedia Project Design.....3
+Elective	..... 3-4
	12-13
<b>SEMESTER IV</b>	
MULT 2372	Advanced Internet Seminar.....3
MULT 1380	Multimedia Portfolio .....3
MULT 7371	Cooperative Work Experience <b>OR</b>
MULT 2375	Multimedia Production Team.....3
+Elective	.....3
	12
Minimum Hours Required .....	48-49

+Elective—student must select from the following:

ENGL 2311	Technical Writing.....3
MGMT 1372	Small Business Management.....3
MUSI 1372	Digital Music Production .....3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course . .3-4	

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# MULTIMEDIA TECHNOLOGY— MULTIMEDIA AUTHORIZING

*Richland only*

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 854299

The Multimedia Authoring Certificate programs train students in the development of interactive animation and training applications of corporations, educational institutions, government organizations, and publishers. Students develop multimedia pieces for both CD-ROM and Internet/Intranet delivery using the leading tools for web-based multimedia and learning.

	CREDIT HOURS
<b>SEMESTER I</b>	
MULT 1370 Introduction to Multimedia in a Cross-Platform Environment .....	3
MULT 1373 Multimedia Authoring I .....	3
MULT 1383 Digital Imaging for Multimedia .....	3
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I OR	
MATH 1371 Business Mathematics.....	3
	12
<b>SEMESTER II</b>	
MULT 1371 Video and Audio Techniques .....	3
MULT 1382 2D Animation I .....	3
MULT 1374 Multimedia Authoring II .....	3
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I OR	
MATH 1371 Business Mathematics.....	3
	12
<b>SEMESTER III</b>	
MULT 1372 Multimedia Project Management .....	3
MULT 2370 2D Animation II .....	3
MULT 1379 Multimedia Project Design.....	3
+Elective .....	3
	12
Minimum Hours Required .....	36

+Elective--student must select from the following:

ENGL 2311	Technical Writing .....	3
MGMT 1372	Small Business Management .....	3
MUSI 1372	Digital Music Production.....	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course...		3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# MULTIMEDIA TECHNOLOGY— MULTIMEDIA AUTHORING

*Richland only*

(Level II Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Number 854309

The Multimedia Authoring Certificate programs train students in the development of interactive animation and training applications of corporations, educational institutions, government organizations, and publishers. Students develop multimedia pieces for both CD-ROM and Internet/Intranet delivery using the leading tools for web-based multimedia and learning.

	CREDIT HOURS
<b>SEMESTER I</b>	
MULT 1370 Introduction to Multimedia in a Cross-Platform Environment .....	3
MULT 1373 Multimedia Authoring I .....	3
MULT 1383 Digital Imaging for Multimedia .....	3
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I OR	
MATH 1371 Business Mathematics.....	3
	12
<b>SEMESTER II</b>	
MULT 1371 Video and Audio Techniques .....	3
MULT 1382 2D Animation I .....	3
MULT 1374 Multimedia Authoring II .....	3
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I OR	
MATH 1371 Business Mathematics.....	3
	12
<b>SEMESTER III</b>	
MULT 1372 Multimedia Project Management .....	3
MULT 2370 2D Animation II .....	3
MULT 1379 Multimedia Project Design.....	3
+Elective .....	3
	12
<b>SEMESTER IV</b>	
MULT 2373 Advanced Authoring Seminar.....	3
MULT 1380 Multimedia Portfolio .....	3
MULT 7371 Cooperative Work Experience OR	
MULT 2375 Multimedia Production Team.....	3
+Elective .....	3
	12
Minimum Hours Required .....	48

+Elective--student must select from the following:

ENGL 2311	Technical Writing .....	3
MGMT 1372	Small Business Management.....	3
MUSI 1372	Digital Music Production .....	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course ..		3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# MULTIMEDIA TECHNOLOGY—VISUAL DESIGN

*Richland only*

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 854319

The Visual Design Certificate programs prepare students for image creation and manipulation on the computer. Courses focus on digital imaging techniques, animation and 3D graphics manipulation. Students also learn to incorporate graphics in pages for Internet delivery as well as on CD-ROM.

		CREDIT HOURS
<b>SEMESTER I</b>		
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment .....	3
MULT 1373	Multimedia Authoring I .....	3
MULT 1383	Digital Imaging for Multimedia .....	3
SPCH 1311	Introduction to Speech Communication OR	
ENGL 1301	Composition I OR	
MATH 1371	Business Mathematics.....	3
		12

<b>SEMESTER II</b>		
MULT 1371	Video and Audio Techniques.....	3
MULT 1382	2D Animation I .....	3
MULT 1375	Computer Illustration .....	3
SPCH 1311	Introduction to Speech Communication OR	
ENGL 1301	Composition I OR	
MATH 1371	Business Mathematics.....	3
		12

<b>SEMESTER III</b>		
MULT 1372	Multimedia Project Management .....	3
MULT 2371	3D Graphics .....	3
MULT 1379	Multimedia Project Design.....	3
+Elective	.....	3
		12

Minimum Hours Required ..... 36

+Elective--student must select from the following:

ENGL 2311	Technical Writing .....	3
MGMT 1372	Small Business Management .....	3
MUSI 1372	Digital Music Production.....	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course...		3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# MULTIMEDIA TECHNOLOGY— VISUAL DESIGN

*Richland only*

(Level II Certificate)

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Number 854329

The Visual Design Certificate programs prepare students for image creation and manipulation on the computer. Courses focus on digital imaging techniques, animation and 3D graphics manipulation. Students also learn to incorporate graphics in pages for Internet delivery as well as on CD-ROM.

	CREDIT HOURS
<b>SEMESTER I</b>	
MULT 1370 Introduction to Multimedia in a Cross-Platform Environment .....	3
MULT 1373 Multimedia Authoring I .....	3
MULT 1383 Digital Imaging for Multimedia .....	3
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I OR	
MATH 1371 Business Mathematics.....	3
	12
<b>SEMESTER II</b>	
MULT 1371 Video and Audio Techniques .....	3
MULT 1382 2D Animation I .....	3
MULT 1375 Computer Illustration .....	3
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I OR	
MATH 1371 Business Mathematics.....	3
	12
<b>SEMESTER III</b>	
MULT 1372 Multimedia Project Management .....	3
MULT 2371 3D Graphics .....	3
MULT 1379 Multimedia Project Design.....	3
+Elective .....	3
	12
<b>SEMESTER IV</b>	
MULT 2374 Advanced Digital Imaging Seminar ...	3
MULT 1380 Multimedia Portfolio .....	3
MULT 7371 Cooperative Work Experience OR	
MULT 2375 Multimedia Production Team.....	3
+Elective .....	3
	12
Minimum Hours Required .....	48

+Elective--student must select from the following:

ENGL 2311	Technical Writing .....	3
MGMT 1372	Small Business Management .....	3
MUSI 1372	Digital Music Production .....	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course .		3-4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# OFFICE TECHNOLOGY -- ADMINISTRATIVE ASSISTANT

*Offered at all seven campuses*

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42079

The primary objective of the Administrative Assistant program is to prepare students for positions as assistants to administrators within public or private firms and agencies. Emphasis in this program is on the development of organizational and decision-making skills in addition to basic office skills.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFCT 1372 Office Calculating Machines .....	3
OFCT 1375 Beginning Keyboarding <sup>1</sup> OR	
OFCT 1376 Intermediate Keyboarding .....	3
OFCT 1377 Office Systems and Applications .....	3
ENGL 1301 Composition I .....	3
SPCH 1311 Introduction to Speech	
Communication .....	3
	15
<b>SEMESTER II</b>	
OFCT 1373 Office Procedures <sup>2</sup> .....	3
OFCT 1376 Intermediate Keyboarding <sup>1</sup> OR	
OFCT 1379 Word Processing I .....	3
OFCT 1379 Word Processing I OR	
OFCT 1380 Business Software Applications I .....	3
MATH 1371 Business Math .....	3
Elective Natural Science <sup>3</sup> .....	3
	15
<b>SEMESTER III</b>	
OFCT 1371 Automated Filing .....	3
OFCT 1378 Text Processing Transcription <sup>4</sup> .....	3
OFCT 2370 Business Communications .....	3
OFCT 2372 Word Processing II OR	
OFCT 2373 Business Software Applications II .....	3
++Elective Social/Behavioral Science .....	3
Elective <sup>5</sup> .....	3
	18
<b>SEMESTER IV</b>	
OFCT 1380 Business Software Applications I OR	
OFCT 2373 Business Software Applications II OR	
OFCT 2374 Business Software Applications III .....	3
OFCT 7371 Cooperative Work Experience OR .....	3
OFCT 7471 Cooperative Work Experience .....	(4)
ACCT 1371 Elementary Accounting OR	
ACCT 2301 Principles of Accounting I OR .....	3
ACCT 2401 Principles of Accounting I .....	(4)
+++Elective Humanities/Fine Arts .....	3
Elective Any Non-OFCT Course .....	3
	15-16

Minimum Hours Required ..... 63

<sup>1</sup> Students may be placed in keyboarding courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFCT course may be taken to supplement the minimum hours required.

<sup>2</sup> For legal emphasis, OFCT 2371 (Legal Secretarial Procedures) may be substituted.

<sup>3</sup> One of the following Natural Science courses may be taken:

BIOL	1406	General Biology .....	4
ECOL	1305	People and Their Environment .....	3
GEOL	1403	Physical Geology .....	4
PHYS	1311	Descriptive Astronomy .....	3
PHYS	1401	Introductory General Physics .....	4
PHYS	1415	Physical Science .....	4

<sup>4</sup> For legal emphasis, OFCT 1374 (Legal Terminology and Transcription) may be substituted.

<sup>5</sup> Electives--must be taken from the following:

OFCT	1170	Contemporary Topics in Office Technology .....	1
OFCT	1171	Keyboarding .....	1
OFCT	1172	Introduction to Word Processing .....	1
OFCT	1173	Keyboarding and Speed for Accuracy .....	1
OFCT	1175	Office Machines I .....	1
OFCT	1270	Contemporary Topics in Office Technology .....	2
OFCT	1370	Contemporary Topics in Office Technology .....	3
OFCT	2170	Word Processing Applications .....	1
OFCT	2171	Specialized Software I .....	1
OFCT	2172	Specialized Software II .....	1
OFCT	2270	Advanced Keyboarding Applications .....	2
OFCT	2373	Business Software Applications II .....	3
OFCT	2374	Business Software Applications III .....	3
OFCT	7372	Cooperative Work Experience .....	3
OFCT	7472	Cooperative Work Experience .....	4
OFCT	8381	Cooperative Work Experience .....	3
OFCT	8481	Cooperative Work Experience .....	4

++Elective -- may be taken from any Government, Human Development, History or Psychology course.

+++Elective -- may be taken from any Art, Humanities, Music or Philosophy course.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

(continued on next page)

# TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Office Technology Associate Degree and provides the student advanced skills required by the industry to specialize in Medical Administrative Assistant.

## MEDICAL ADMINISTRATIVE ASSISTANT

*Offered at all seven campuses*

**(Students pursuing this certificate program are required to meet all TASP requirements.)**

Degree Plan Number X37559

	CREDIT HOURS
<b>SEMESTER I</b>	
OFCT 2375 Medical Office Procedures .....	3
OFCT 2376 Medical Transcription .....	3
HIMT 2470 Medical Terminology .....	4
HIMT 2370 Medical Records .....	3
	13

Minimum Hours Required ..... 13

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills certificate need to consult with their advisor.

# OFFICE TECHNOLOGY -- CERTIFIED PROFESSIONAL SECRETARY ARTICULATION

*Offered at all seven campuses*

Credit toward an associate degree in Office Technology will be granted upon successful completion of all parts of the Certified Professional Secretary (CPS) Exam. In order to receive credit, the registrar at the college must receive notification from the Institute for Certifying Secretaries that the applicant has passed all sections of the exam. The student must complete 12 credit hours (excluding developmental courses) within the District of which at least two courses must be completed in the area of Office Technology. The student must complete the courses with a grade of "C" or higher.

Select five of the following courses for which credit may be granted:

OFCT 1377	Office Systems and Applications .....	3
OFCT 1378	Text Processing Transcription .....	3
OFCT 1379	Word Processing I .....	3
OFCT 1380	Business Software Applications I .....	3
OFCT 1373	Office Procedures .....	3
OFCT 1376	Intermediate Keyboarding .....	3
OFCT 2370	Business Communications .....	3

# OFFICE TECHNOLOGY -- GENERAL OFFICE CLERK

*Offered at all seven campuses*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X52099

This certificate with a clerical emphasis is designed to provide the student with a basic working knowledge of office procedures.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFCT 1372 Office Calculating Machines .....	3
OFCT 1375 Beginning Keyboarding <sup>1</sup> OR	
OFCT 1376 Intermediate Keyboarding <sup>1</sup> .....	3
OFCT 1377 Office Systems and Applications .....	3
ENGL 1301 Composition I .....	3
MATH 1371 Business Mathematics <sup>2</sup> OR	
SPCH 1311 Introduction to Speech.....	3
	<u>15</u>
<b>SEMESTER II</b>	
OFCT 1373 Office Procedures .....	3
OFCT 1376 Intermediate Keyboarding OR	
OFCT 1379 Word Processing I <sup>1</sup> .....	3
OFCT 1378 Text Processing Transcription .....	3
OFCT 1379 Word Processing I OR	
OFCT 1380 Business Software Applications I ....	3
	<u>12</u>
<b>SEMESTER III</b>	
OFCT 1371 Automated Filing Procedures .....	3
OFCT 1380 Business Software Applications I OR	
OFCT 2373 Business Software Applications II ...	3
OFCT 2370 Business Communications.....	3
ACCT 1371 Elementary Accounting OR	
ACCT 2301 Principles of Accounting I OR.....	3
ACCT 2401 Principles of Accounting I .....	(4)
	<u>12</u>
<b>Minimum Hours Required .....</b>	<b>39</b>

<sup>1</sup> Students may be placed in keyboarding courses based on proficiency level determined by previous training, experience and/or placement tests. If students place out, any OFCT course may be taken to supplement the minimum hours required.

<sup>2</sup> Students selecting Business Mathematics (MATH 1371) must also select one of the following Natural Science courses:

BIOL	1406	General Biology .....	4
ECOL	1305	People and Their Environment.....	3
GEOL	1403	Physical Geology .....	4
PHYS	1311	Descriptive Astronomy .....	3
PHYS	1401	Introductory General Physics.....	4
PHYS	1415	Physical Science .....	4

## OFFICE TECHNOLOGY -- RECEPTIONIST

*Offered at all seven campuses*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53549

This program provides skills necessary to meet the public, make appointments, handle the telephone, keyboard documents, and perform data entry functions.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFCT 1372 Office Calculating Machines .....	3
OFCT 1376 Intermediate Keyboarding <sup>1</sup> OR	
OFCT 1379 Word Processing I .....	3
OFCT 1379 Word Processing I OR	
OFCT 1380 Business Software Applications I .....	3
ENGL 1301 Composition I .....	3
	12

<b>SEMESTER II</b>	
OFCT 1373 Office Procedures .....	3
OFCT 1380 Business Software Applications I OR	
OFCT 2372 Word Processing II OR	
OFCT 2373 Business Software Applications II .....	3
SPCH 1311 Introduction to Speech	
Communication .....	3
	9

Minimum Hours Required .....21

<sup>1</sup> Prerequisite: OFCT 1375 or demonstrated competency.

## OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

*Offered at all seven campuses*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53559

This certificate provides word processing skills necessary to produce documents from rough draft copy and voice recordings.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFCT 1376 Intermediate Keyboarding <sup>1</sup> OR	
OFCT 1379 Word Processing I .....	3
OFCT 1377 Office Systems and Applications .....	3
OFCT 1379 Word Processing I OR	
OFCT 1380 Business Software Applications I .....	3
ENGL 1301 Composition I .....	3
	12

<b>SEMESTER II</b>	
OFCT 1378 Text Processing Transcription .....	3
OFCT 1380 Business Software Applications I OR	
OFCT 2372 Word Processing II OR	
OFCT 2373 Business Software Applications II .....	3
OFCT 2370 Business Communications .....	3
SPCH 1311 Introduction to Speech	
Communication .....	3
	12

Minimum Hours Required .....24

<sup>1</sup> Prerequisite: OFCT 1375 or demonstrated competency.

# ORNAMENTAL HORTICULTURE TECHNOLOGY -- GREENHOUSE FLORIST OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 841079

This option prepares a student to enter the florist industry. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1270 Landscape Trees .....	2
HORT 1471 Floral Design .....	4
BIOL 1411 Introductory Botany* OR	
BIOL 1408 Biological Science .....	4
ENGL 1301 Composition I* OR	
COMM 1370 Applied Communications.....	3
	17

<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
ARTS 1311 2D Design OR	
ARTS 1316 Drawing I .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
MATH 1324 Mathematics for Business and Economics I* OR	
MATH 1371 Business Mathematics .....	3
PSYC 2301 Introduction to Psychology* OR	
PSYC 2302 Applied Psychology .....	3
	18

<b>SEMESTER III</b>	
HORT 1272 Interior Plant Identification .....	2
HORT 2470 Greenhouse Horticulture .....	4
HORT 2376 Flower Shop Management .....	3
MRKT 2370 Principles of Marketing* OR	
MRKT 1370 Principles of Retailing .....	3
SPCH 1311 Introduction to Speech Communication .....	3
Elective Any Non-HORT Course .....	3
	18

## SEMESTER IV

HORT 1372 Fundamentals of Landscape Planning .....	3
HORT 2374 Foliage Plants and Interiorscaping ...	3
HORT 2373 Advanced Floral Design .....	3
HORT 7371 Cooperative Work Experience OR	
HORT 2372 Problems and Practices in Industry .....	3
ACCT 2301 Principles of Accounting I* OR.....	3
ACCT 2401 Principles of Accounting I* OR.....	(4)
ACCT 1371 Elementary Accounting.....	(3)
	15

Minimum Hours Required .....68

\*Indicates the preferred class in transferring to four-year institutions.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# ORNAMENTAL HORTICULTURE TECHNOLOGY -- INTERIORESCAPE OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 843299

This option prepares an individual to enter the interiorscape industry which includes designing and maintaining tropical plants in commercial buildings, offices, and malls. The students will study design principles, management methods, tropical plant identification and maintenance, greenhouse production, and plant propagation techniques. Hands-on experience is emphasized in the coursework in addition to cooperative work experience.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1270 Landscape Trees .....	2
HORT 1471 Floral Design .....	4
HORT 1371 Landscape Development I .....	3
HORT 1372 Fundamentals of Landscape Planning .....	3
BIOL 1411 Introductory Botany* OR	
BIOL 1408 Biological Science .....	4
	20

<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 1373 Landscape Development II .....	3
ENGL 1301 Composition I* OR	
COMM 1370 Applied Communications.....	3
PSYC 2301 Introduction to Psychology* OR	
PSYC 2302 Applied Psychology .....	3
HORT 1273 Landscape Computer Design .....	2
	16

<b>SEMESTER III</b>	
HORT 1272 Interior Plant Identification .....	2
HORT 2470 Greenhouse Horticulture .....	4
HORT 2471 Landscape Design .....	4
MATH 1324 Mathematics for Business and Economics I* OR	
MATH 1371 Business Mathematics.....	3
ARTS 1311 2D Design OR	
ARTS 1316 Drawing I .....	3
	16

<b>SEMESTER IV</b>	
HORT 2371 Landscape Management .....	3
HORT 7371 Cooperative Work Experience OR	
HORT 2372 Problems and Practices in Industry .....	3
HORT 2374 Foliage Plants and Interiorscaping ...	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
SPCH 1311 Introduction to Speech Communication .....	3
	16

Minimum Hours Required .....68

\*Indicates the preferred class in transferring to 4-year institutions.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice

# ORNAMENTAL HORTICULTURE TECHNOLOGY -- INTERIORSCAPE

*Richland only*

(Certificate)

(Students pursuing this certificate program are  
waived from TASP requirements.)

Degree Plan Number 853309

		CREDIT HOURS
<b>SEMESTER I</b>		
HORT 1272	Interior Plant Identification .....	2
HORT 1371	Landscape Development I .....	3
HORT 1372	Fundamentals of Landscape Planning .....	3
HORT 1470	Horticulture Science .....	4
HORT 1471	Floral Design .....	4
MATH 1324	Mathematics for Business and Economics I* OR	
MATH 1371	Business Mathematics.....	3
		19
<b>SEMESTER II</b>		
HORT 1370	Herbaceous and Exotic Plants .....	3
HORT 1373	Landscape Development II .....	3
HORT 2374	Foliage Plants and Interiorscaping ....	3
HORT 7371	Cooperative Work Experience .....	3
Elective	Any non-HORT course .....	3
		15
Minimum Hours Required .....		34

\*Indicates the preferred class in transferring to 4-year institutions.

# ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE MANAGEMENT OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 842429

This option prepares the student to enter the landscape contracting and the landscape installation and maintenance businesses. The student expands his preparation to meet his own specific goals through directing two semesters of cooperative work experience toward areas in which he desires greater preparation. Landscape management is the fastest growing field in ornamental horticulture and provides excellent employment opportunities. A student completing this option is also well prepared for work in city park departments and in state and federal park development.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1270 Landscape Trees .....	2
HORT 1371 Landscape Development I .....	3
HORT 1372 Fundamentals of Landscape Planning .....	3
HORT 1470 Horticulture Science .....	4
BIOL 1411 Introductory Botany* OR	
BIOL 1408 Biological Science .....	4
ENGL 1301 Composition I* OR	
COMM 1370 Applied Communications .....	3
	19

<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1370 Herbaceous and Exotic Plants.....	3
HORT 1373 Landscape Development II .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
MATH 1324 Mathematics for Business and Economics I* OR	
MATH 1371 Business Mathematics .....	3
HORT 1273 Landscape Computer Design .....	2
	17

## SEMESTER III

HORT 1272 Interior Plant Identification .....	2
HORT 7371 Cooperative Work Experience OR	
HORT 2372 Problems and Practices in Industry ..	3
HORT 2471 Landscape Design .....	4
ACCT 2301 Principles of Accounting I* OR.....	3
ACCT 2401 Principles of Accounting I* OR.....	(4)
ACCT 1371 Elementary Accounting .....	(3)
PSYC 2301 Introduction to Psychology* OR	
PSYC 2302 Applied Psychology .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	18

## SEMESTER IV

HORT 2371 Landscape Management .....	3
HORT 2374 Foliage Plants and Interiorscaping ...	3
HORT 2375 Advanced Landscape Planning .....	3
HORT 7372 Cooperative Work Experience .....	3
ARTS 1311 2D Design OR	
ARTS 1316 Drawing I .....	3
	15

Minimum Hours Required .....69

\*Indicates the preferred class in transferring to four-year institutions.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE NURSERY OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 842439

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The program places emphasis on those skills required for success in landscape service, nursery production and landscape planning businesses. A student who completes this training is prepared for work in park and recreation departments, production nurseries, industrial parks and gardens.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1270 Landscape Trees .....	2
HORT 1371 Landscape Development I .....	3
HORT 1372 Fundamentals of Landscape Planning .....	3
BIOL 1411 Introductory Botany* OR	
BIOL 1408 Biological Science .....	4
ENGL 1301 Composition I* OR	
COMM 1370 Applied Communications .....	3
	19
<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 1373 Landscape Development II .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
MATH 1324 Mathematics for Business and Economics I* OR	
MATH 1371 Business Mathematics .....	3
HORT 1273 Landscape Computer Design .....	2
	17
<b>SEMESTER III</b>	
HORT 2270 Propagation of Woody Ornamental Plants .....	2
HORT 2370 Nursery Operations .....	3
HORT 2470 Greenhouse Horticulture .....	4
HORT 2471 Landscape Design .....	4
ARTS 1311 2D Design OR	
ARTS 1316 Drawing I .....	3
PSYC 2301 Introduction to Psychology* OR	
PSYC 2302 Applied Psychology .....	3
	19

## SEMESTER IV

HORT 2371 Landscape Management .....	3
HORT 7371 Cooperative Work Experience OR	
HORT 2372 Problems and Practices in Industry.	3
HORT 2374 Foliage Plants and Interiorscaping ...	3
HORT 2375 Advanced Landscape Planning .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	15

Minimum Hours Required .....70

\*Indicates the preferred class in transferring to four-year institutions.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# ORNAMENTAL HORTICULTURE TECHNOLOGY -- FLORIST CERTIFICATE

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 851169

This program prepares the student to enter positions in floral design, retail flower shop operations, and sales and distribution of flowers and florist supplies.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1471 Floral Design .....	4
ACCT 2301 Principles of Accounting I* OR .....	3
ACCT 2401 Principles of Accounting I* OR .... (4)	
ACCT 1371 Elementary Accounting .....	(3)
ARTS 1311 2D Design OR	
ARTS 1316 Drawing I .....	3
MATH 1371 Business Mathematics .....	3
PSYC 2301 Introduction to Psychology* OR	
PSYC 2302 Applied Psychology .....	3
	16

<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1272 Interior Plant Identification .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 2373 Advanced Floral Design .....	3
HORT 2376 Flower Shop Management .....	3
HORT 7371 Cooperative Work Experience.....	3
	16

Minimum Hours Required ..... 32

\*Indicates the preferred class in transferring to four-year institutions.

# ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE GARDENER CERTIFICATE

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 851179

This program prepares the student to enter positions in landscape construction, park maintenance, home landscape and garden services, and garden center and nursery sales. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1270 Landscape Trees .....	2
HORT 1372 Fundamentals of Landscape Planning .....	3
HORT 1470 Horticulture Science .....	4
PSYC 2301 Introduction to Psychology* OR	
PSYC 2302 Applied Psychology .....	3
MATH 1324 Mathematics for Business and Economics I* OR	
MATH 1371 Business Mathematics .....	3
	15

<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1272 Interior Plant Identification .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 1371 Landscape Development I .....	3
HORT 7371 Cooperative Work Experience .....	3
Elective .....	3
	16

Minimum Hours Required ..... 31

\*Indicates the preferred class in transferring to four-year institutions.

## REAL ESTATE

*Cedar Valley, North Lake and Richland only*

(Associate Degree)

Degree Plan Number X40889

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession. Successful completion of the program leads to the Associate in Applied Sciences Degree and may be applied toward licensing requirements as determined by the Texas Real Estate Commission.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## REAL ESTATE

*Cedar Valley, North Lake and Richland only*

(Certificate)

**(Students pursuing this certificate program are waived from TASP requirements.)**

Degree Plan Number X44359

This 15-hour Certificate program develops the basic skills for a real estate salesperson. Three of the five courses are required by the Texas Real Estate Commission for licensure.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

## SEMICONDUCTOR MANUFACTURING--EQUIPMENT TECHNICIAN

*Richland only*

(Associate Degree)

Degree Plan Number 843849

Richland College has partnered with Collin County Community College and industry to develop this program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. The increasing demand for semiconductor products challenges the industry to find the highly skilled and knowledgeable technicians needed in semiconductor manufacturing. This program has been designed to provide the student with the skills to perform technical duties associated with the installation, repair, maintenance and calibration of equipment used for the manufacture and test of semiconductor products.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## SEMICONDUCTOR MANUFACTURING--OPERATOR

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853859

Richland College has partnered with Collin County Community College and industry to develop this certificate program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. This program has been designed to provide the student with the skills to operate equipment used in the semiconductor manufacturing process.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

# TRAVEL, EXPOSITION AND MEETING MANAGEMENT

*Richland only*

(Associate Degree, Tech Prep Enhanced Skills  
Certificate)

Degree Plan Number 843479

This program is designed to develop the necessary knowledge and skills so that a graduate may advance in career paths appropriate to an individual's particular interests, in the travel and tourism industry. Individual areas of specialization include: (a) convention/meeting planner, (b) exposition/trade show planner, or (c) travel agency operations. In addition to specific technical skills and knowledge related to the travel and tourism field, the graduate will have received instruction in other areas such as principles of management, applied mathematics, reading and writing skills, and verbal communication skills.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/dp.htm\]](http://www.dcccd.edu/admiss/dp.htm) or from an academic advisor beginning June 1, 1999.*

## TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Travel and Tourism Associate Degree and provides the student advanced skills required by the industry to specialize in Meeting and Convention Management, Exposition/Trade Show Management, and Travel Management.

### MEETING AND CONVENTION MANAGEMENT

*Richland only*

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Number 837479

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/dp.htm>] or from an academic advisor beginning June 1, 1999.*

### EXPOSITION/TRADE SHOW MANAGEMENT

*Richland only*

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Number 837489

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/dp.htm>] or from an academic advisor beginning June 1, 1999.*

## TRAVEL MANAGEMENT

*Richland only*

(Students pursuing this certificate program are required to meet all TASP requirements.)

Degree Plan Number 837499

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/dp.htm>] or from an academic advisor beginning June 1, 1999.*

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills Certificate need to consult their advisor.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# TRAVEL AND TOURISM MANAGEMENT

*Richland only*

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853489

This is a thirty-one hour certificate that provides the student with the technical knowledge and practical skills required to work as a travel reservationist or a travel counselor. In addition to basic reservation skills, students will receive instruction in the following topics: (a) effective written/verbal communication, (b) positive work ethics and habits, and (c) basic office clerical activities.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[<http://www.dcccd.edu/admiss/dp.htm>]** or from an academic advisor beginning June 1, 1999.*

# ACCOUNTING

*ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.*

*ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

## **ACCT 2301 Principles Of Accounting I (3)**

(This is a common course number. Former course prefix/number ACC 201)

Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

*ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

## **ACCT 2302 Principles Of Accounting II (3)**

(This is a common course number. Former course prefix/number ACC 202)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

## **ACCT 2401 Principles Of Accounting I (4)**

(This is a common course number. Former course prefix/number ACC 208)

Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. Laboratory fee. (3 Lec., 2 Lab.)

*ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.*

## **ACCT 2402 Principles Of Accounting II (4)**

(This is a common course number. Former course prefix/number ACC 209)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. Laboratory fee. (3 Lec., 2 Lab.)

*A number of other course descriptions in Accounting will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/cd.htm>] or from an academic advisor beginning June 1, 1999.*

## **ANTHROPOLOGY**

### **ANTH 1370 American Indian Culture (3)**

(Former course prefix/number ANT 104)

Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### **ANTH 2302 Introduction To Archeology (3)**

(This is a common course number. Former course prefix/number ANT 231)

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologist retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through Neolithic times. (3 Lec.)

(Coordinating Board Academic Approval Number 4503015142)

### **ANTH 2346 Introduction To Anthropology (3)**

(This is a common course number. Former course prefix/number ANT 100)

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015142)

### **ANTH 2351 Cultural Anthropology (3)**

(This is a common course number. Former course prefix/number ANT 101)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015342)

### **ANTH 2380 The Heritage Of Mexico (3)**

(Former course prefix/number ANT 110)

This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371 but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

## **ART**

### **ARTS 1170 Problems In Contemporary Art (1)**

(Former course prefix/number ART 199)

Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 5007035330)

### **ARTS 1301 Art Appreciation (3)**

(This is a common course number. Former course prefix/number ART 104)

Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035130)

### **ARTS 1303 Survey Of Art History (3)**

(This is a common course number. Former course prefix/number ART 105)

This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

### **ARTS 1304 Survey Of Art History (3)**

(This is a common course number. Former course prefix/number ART 106)

This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 1311 2D Design (3)**

(This is a common course number. Former course prefix/number ART 110)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 1312 3D Design (3)**

(This is a common course number. Former course prefix/number ART 111)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 1316 Drawing I (3)**

(This is a common course number. Former course prefix/number ART 114)

This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ARTS 1317 Drawing II (3)**

(This is a common course number. Former course prefix/number ARTS 115)

Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ARTS 2311 Design III (3)**

(This is a common course number. Former course prefix/number ART 227)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 2312 Design IV (3)**

(Former course prefix/number ART 229)

Prerequisite: Arts 2311. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

**ARTS 2313 Computer Graphics Design I (3)**

(This is a common course number. Former course prefix/number ART 223.)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Introduction to the computer as an art tool with emphasis on design principles and visual communication or ideas. Course will include exposure to basic computer graphic technology including computer illustration and electronic imaging techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015130)

**ARTS 2314 Computer Graphics Design II (3)**

(This is a common course number. Former course prefix/number ART 224.)

Prerequisites: Arts 2313. This course is a continuation of Computer Graphics Design I. Students will further explore advanced design problems through continued experimentation with computer graphics techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015130)

**ARTS 2316 Painting I (3)**

(This is a common course number. Former course prefix/number ART 205)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

**ARTS 2317 Painting II (3)**

(This is a common course number. Former course prefix/number ART 206)

Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

**ARTS 2323 Drawing III (3)**

(This is a common course number. Former course prefix/number ART 201)

Prerequisites: Arts 1317. Arts 1311, Arts 1312 and Arts 1316 are recommended for Art Majors. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2324 Drawing IV (3)**

(This is a common course number. Former course prefix/number ART 202)

Prerequisites: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2326 Sculpture I (3)**

(This is a common course number. Former course prefix/number ART 208)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2327 Sculpture II (3)**

(This is a common course number. Former course prefix/number ART 209)

Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2333 Printmaking I (3)**

(This is a common course number. Former course prefix/number ART 220)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007105130)

**ARTS 2334 Printmaking II (3)**

(This is a common course number. Former course prefix/number ART 222)

Prerequisite: Arts 2333. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007105130)

**ARTS 2346 Ceramics I (3)**

(This is a common course number. Former course prefix/number ART 215)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2347 Ceramics II (3)**

(This is a common course number. Former course prefix/number ART 216)

Prerequisite: Arts 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2356 Photography I (3)**

(Former course prefix/number ART 118)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5006055130)

**ARTS 2357 Photography II (3)**

(Former course prefix/number ART 119)

Prerequisite: Arts 2356. This course is a continuation of Arts 1370. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5006055230)

**ARTS 2366 Watercolor I (3)**

(This is a common course number. Former course prefix/number ART 217)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2367 Watercolor II (3)**

(This is a common course number. Former course prefix/number ART 218)

Prerequisite: Arts 2366. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2370 Art History (3)**

(Former course prefix/number ART 203)

Prerequisites: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)  
(Coordinating Board Academic Approval Number 5007035230)

**ARTS 2371 Art History (3)**

(Former course prefix/number ART 204)

Prerequisites: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)  
(Coordinating Board Academic Approval Number 5007035230)

## ASTRONOMY

(See Physics)

## BIOLOGY

### **BIOL 1406 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 101)

This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2601015124)

### **BIOL 1407 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 102)

Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2601015124)

### **BIOL 1408 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 115)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2601015124)

### **BIOL 1409 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2601015124)

### **BIOL 1411 Introductory Botany (4)**

(This is a common course number. Former course prefix/number BIO 110)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2603015124)

### **BIOL 1470 Introduction To Human Anatomy And Physiology (4)**

(Former course prefix/number BIO 120)

Prerequisite: Prior enrollment in Biology 1408 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2607065124)

### **BIOL 1472 Introduction To Human Anatomy And Physiology (4)**

(Former course prefix/number BIO 121)

Prerequisite: Biology 1470. This course is a continuation of Biology 1470. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2607065124)

### **BIOL 2401 Anatomy And Physiology I (4)**

(This is a common course number. Former course prefix/number BIO 221)

Prerequisite: Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2607065124)

### **BIOL 2402 Anatomy And Physiology II (4)**

(This is a common course number. Former course prefix/number BIO 222)

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2607065124)

**BIOL 2416 Genetics (4)**

(This is a common course number. Former course prefix/number BIO 226)

This course focuses on genetics. Topics include Mendelian inheritance, recombinant genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2606135124)

**BIOL 2420 General Microbiology (4)**

(This is a common course number. Former course prefix/number BIO 216)

Prerequisite: Biology 1407 or Biology 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015124)

**BIOL 2428 Comparative Anatomy Of The Vertebrates (4)**

(This is a common course number. Former course prefix/number BIO 235)

Prerequisites: Biology 1406 and Biology 1407. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BUSINESS****BUSI 1301 Introduction To Business (3)**

(This is a common course number. Former course prefix/number BUS 105)

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)

(Coordinating Board Academic Approval Number 5201015125)

**BUSI 1307 Personal Finance (3)**

(This is a common course number. Former course prefix/number BUS 143)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(Coordinating Board Academic Approval Number 1904015125)

**BUSI 2301 Business Law (3)**

(This is a common course number. Former course prefix/number BUS 234)

This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015125)

**CHEMISTRY****CHEM 1405 Introductory Chemistry I (4)**

(Former course prefix/number CHM 115)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015139)

**CHEM 1407 Introductory Chemistry II (4)**

(Former course prefix/number CHM 116)

Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015139)

**CHEM 1411 General Chemistry I (4)**

(This is a common course number. Former course prefix/number CHM 101)

Prerequisites: Developmental Mathematics 0093 or equivalent and any one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

**CHEM 1412 General Chemistry II (4)**

(This is a common course number. Former course prefix/number CHM 102)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

**CHEM 2423 Organic Chemistry I (4)**

(This is a common course number. Former course prefix/number CHM 201)

Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereo-chemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

**CHEM 2425 Organic Chemistry II (4)**

(This is a common course number. Former course prefix/number CHM 202)

Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

**CHINESE****CHIN 1311 Beginning Chinese (3)**

(This is a common course number.)

This course is an introduction to Chinese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Chinese for more than one semester enroll in Chinese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Chinese 1311 and wish to continue their studies of Chinese may register for Chinese 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1603015131)

**CHIN 1411 Beginning Chinese I (4)**

(This is a common course number. Former course prefix/number CHI 101)

This course is a beginning course in Chinese. Oral practice, elementary reading, and grammar will be stressed. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603015131)

**CHIN 1412 Beginning Chinese II (4)**

(This is a common course number. Former course prefix/number CHI 102)

Prerequisite: Chinese 1411 or the equivalent. This course continues the oral practice, elementary reading, and grammar studies begun in Chinese 1411. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603015131)

**CHIN 2311 Intermediate Chinese I (3)**

(This is a common course number. Former course prefix/number CHI 201)

Prerequisite: Chinese 1412 or the equivalent. Reading, cultural background, conversation, and composition are stressed in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 1603015231)

**CHIN 2312 Intermediate Chinese II (3)**

(This is a common course number. Former course prefix/number CHI 202)

Prerequisite: Chinese 2311 or the equivalent. This course is a continuation of Chinese 2311, with stress on reading, cultural background, conversation, and composition. (3 Lec.)

(Coordinating Board Academic Approval Number 1603015231)

**COLLEGE LEARNING SKILLS**

(See Developmental College Learning Skills)

## COMMUNICATIONS

### **COMM 1336 Television Production I (3)**

(This is a common course number. Former course prefix/number RTV 210)

Prerequisite: Journalism 1307 or demonstrated competence approved by the instructor. This course introduces the student to station organization, studio operation, and the use of studio equipment. Topics include continuity, camera operation, sound, lighting, and videotape recording. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1001045226)

### **COMM 1337 Television Production II (3)**

(This is a common course number. Former course prefix/number RTV 211)

Prerequisite: Communications 1336. This course is a continuation of Communications 1336. Emphasis is on the concept and technique of production of television broadcasts in practical situations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1001045226)

### **COMM 1370 Applied Communications (3)**

(Former course prefix/number COM 131)

Prerequisite: An appropriate assessment test score (ACT, DCCCD, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

## COMPUTER AIDED DESIGN AND DRAFTING

### **DFTG 1309 Basic Computer-Aided Drafting (3)**

(This is a WECM course number. Former course prefix/number DFT 103)

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers coordinating systems; as well as input and output devices. Laboratory fee. (2 Lec., 4 Lab.)

### **DFTG 1405 Technical Drafting (4)**

(This is a WECM course number. Former course prefix/number DFT 114)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Laboratory fee. (2 Lec., 4 Lab.)

### **DFTG 2312 Technical Illustration (3)**

(This is a WECM course number. Former course prefix/number DFT 202)

Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading, text; and use of different media. Laboratory fee. (2 Lec., 4 Lab.)

### **DFTG 2340 Solid Modeling/Design (3)**

(This is a WECM course number. Former course prefix/number DFT 204)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Laboratory fee. (2 Lec., 4 Lab.)

### **DFTG 2344 Strength of Materials (3)**

(This is a WECM course number. Former course prefix/number DFT 209)

The study of internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions, including units on stress, shear, bending moments, and simple beam design. (2 Lec., 4 Lab.)

### **DFTG 2350 Geometric Dimensioning and Tolerancing (3)**

(This is a WECM course number. Former course prefix/number DFT 205)

An introduction to geometric dimensioning and tolerancing, according to ANSI Y14.5 standards. Application of various geometric dimensions and tolerances to engineering drawings. Emphasis on cumulative effects on part function, gauging equipment, and inspection procedures. Laboratory fee. (2 Lec., 4 Lab.)

## COMPUTER INFORMATION SYSTEMS

### **CISC 1371 Data Entry Applications And Concepts (3)**

(Former course prefix/number CIS 111)

Prerequisite: One semester of high school or college-level typing or keyboarding or demonstrated competence approved by the instructor. This course provides hands-on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

### **CISC 1372 Data Communications And Operating Systems (3)**

(Former course prefix/number CIS 160)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course provides a survey of operating environments and data communications, including vocabulary, concepts, and uses. Topics include connectivity, operating system functions, data communications hardware, software, networks, and protocols. (3 Lec.)

### **CISC 1373 BASIC Programming (3)**

(Former course prefix/number CIS 172)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, input/output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

### **CISC 1374 Pascal Programming For Business (3)**

(Former course prefix/number CIS 173)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

### **CISC 1376 Exploring the Internet (3)**

(Former course prefix/number CIS 102)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course provides an introduction to using the Internet. Topics include history, ethical issues, electronic mail, access to remote sites, moving files, researching, using the World Wide Web and initial programming in HTML. Laboratory fee. (2 Lec., 2 Lab.)

### **CISC 1380 Networking Technologies (3)**

(Former course prefix/number CIS 112)

This course provides an introduction to the terms and basic concepts of computer networking. Conceptual generalities are explained through a discussion of contemporary network services, transmission media and protocols. Although this course is not designed to cover specific network products, it does provide prerequisite information for many network product courses. (3 Lec.)

### **CISC 1470 Introduction to Computer Concepts And Applications (4)**

(Former course prefix/number CIS 101)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware components, systems and application software, systems development of applications, and use of contemporary software application packages (such as word processing, spreadsheet, database, and graphics). Laboratory fee. (3 Lec., 3 Lab.)

### **CISC 1471 Problem Solving With The Computer (4)**

(Former course prefix/number CIS 106)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course explores the methods of providing computerized solutions to business problems. Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

### **CISC 1472 Database Programming I (4)**

(Former course prefix/number CIS 109)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops structured programming skills using a database language. Topics include input/output, comparisons, control breaks, array concepts and report forms. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

### **CISC 1473 Systems Management/Operations I (4)**

(Former course prefix/number CIS 116)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware and software are covered. Topics include tasks associated with systems management and computer operations; peripheral device fundamentals; physical file concepts; using job documentation, standards, operating procedures, control language; and analyzing output and audit logs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1474 Text Processing Applications (4)**

(Former course prefix/number CIS 121)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents, the mechanics of writing and the composition of various types of communications including letters. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desk top publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1475 Systems Management/Operations II (4)**

(Former course prefix/number CIS 126)

Prerequisites: Computer Information Systems 1470, Computer Information Systems 1471, and Computer Information Systems 1473 or demonstrated competence approved by the instructor. Management theories and multi-user operating system concepts are covered. Topics include physical and logical files; system commands and control language programming; interpretation of messages and codes; maintaining system security; introduction to data communications; data base screen and report design aids, query and update methods used on mainframes, midrange, and personal computer systems. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1476 Programming I (4)**

(Former course prefix/number CIS 162)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops programming skills. Topics include input/output, comparisons, introductory concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1477 Programming II (4)**

(Former course prefix/number CIS 164)

Prerequisites: Computer Information Systems 1471 and Computer Information Systems 1476 or demonstrated competence approved by the instructor. This course continues the development of programming skills. Topics include advanced concepts, organization, maintenance, and debugging techniques. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1478 RPG Programming (4)**

(Former course prefix/number CIS 171)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces programming skills using an RPG language. Topics include basic listings with levels of totals, array processing, exception reporting, sequential and keyed file processing and introduction to interactive processing applications. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1479 Application Development Tools (4)**

(Former course prefix/number CIS 169)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces application development tools and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1480 UNIX Operating System I (4)**

(Former course prefix/number CIS 192)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces the UNIX operating system and includes topics about the file system, both the C and Bourne shells, standard editor (vi), and an introduction to shell programming. (3 Lec., 4 Lab.)

**CISC 2170 Contemporary Topics In Computer Information Systems (1)**

(Former course prefix/number CIS 260)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

**CISC 2370 Fundamentals Of Networking (3)**

(Former course prefix/number CIS 200)

Prerequisite: Computer Information Systems 1372 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer networking. Topics include network planning, cost evaluation, design, and implementation. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2371 Fundamentals of Network Management (3)**

(Former course prefix/number CIS 213)

This course provides fundamental information concerning managing an internetwork. The course reviews network management protocols and concepts for Local Area Network (LAN), Metropolitan Area Network (MAN) and Wide Area Network (WAN) links. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2372 Contemporary Topics In Computer Information Systems (3)**

(Former course prefix/number CIS 262)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

**CISC 2373 Special Topics In Computer Information Systems (3)**

(Former course prefix/number CIS 263)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**CISC 2374 Advanced BASIC Techniques (3)**

(Former course prefix/number CIS 272)

Prerequisite: Computer Information Systems 1373 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Topics include multidimensional arrays, random access files, and graphics. Laboratory fee. (2 Lec., 2 Lab.)

**CISC 2375 User Documentation And Training (3)**

(Former course prefix/number CIS 275)

Prerequisites: Speech Communication 1311, Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desk top publishing, and presentation graphics. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2377 Printing With Netware (3)**

(Former course prefix/number CIS 203)

This course is designed to teach the skills necessary to manage a NetWare printing environment effectively. The course begins with an overview of printing on a local level and then explores NetWare workstation printing configuration, print job customization, print server and print queue configuration and management, and remote printers. Participants are given hands-on experience with installing and configuring print servers, remote printers, emerging technology capabilities, and MS Windows printing. Additional topics include performance considerations, alternative and enhanced network printing installing and configuring ATPS, lpd and lpr, troubleshooting common problems, and printing with Macintosh and UNIX systems. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2378 Netware 4 Directory Services (NDS) Design And Implementation (3)**

(Former course prefix/number CIS 208)

Prerequisites: Computer Information Systems 2495 or Computer Information Systems 2460. The purpose of this course is to teach the skills of creating a NetWare 4 design and implementation strategy. The student will learn a process that shows the sequence of skills and tasks that enable a solid design using proven methods from Novell Consulting Services. The student will complete a NetWare 4 design strategy and implementation schedule with templates that can be used for creating a design in their environment. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2379 Fundamentals of Internetworking (3)**

(Former course prefix/number CIS 214)

This course will provide students with fundamental information concerning the challenges of designing, implementing and managing an internetwork infrastructure. It will take an unbiased look at internetworking technologies and describe implementation techniques from LAN protocols, intermediate devices (repeaters, bridges, routers and gateways), MAN/WAN links and management. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2380 Netware Management Using Netware Managewise (3)**

(Former course prefix/number CIS 216)

This course is for NetWare Management System for Windows (NDS) 2.0 users. It leads participants through the installation and configuration of NMS and teaches them how to manage, monitor and troubleshoot networks and internetworks. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2381 Internetworking With Network Multiprotocol Router (3)**

(Former course prefix/ number CIS 217)

Prerequisites: Computer Information Systems 2496 or Computer Information Systems 2461. This course provides instructional background material and hands-on experience with the installation, configuration, operation and management of Multi-protocol router (MPR) 2.1 and MPR Plus 2.1. Laboratory exercises explore the ability of the MPR product to connect to different LAN types and to support multiple protocols.

The first phase of the course covers the installation of the software and local routing of IPX, IP, AppleTalk and ISO data packets over a LAN configuration. The second phase of the course concentrates on the remote routing of IPX, IP and AppleTalk data packets between two LANs over PPP and X.25 WAN links. The third phase of the course illustrates local and remote source route bridging between token ring LANs using a demonstration lab setup. Exercises require the use of the INETCFG program for configuration tasks and appropriate console programs to view data traffic statistics. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2382 Network TCP/IP Transport (3)**

(Former course prefix/number CIS 219)

Prerequisites: Computer Information Systems 2495 or Computer Information Systems 2460. In this course, students will become familiar with many of the protocols that make up the TCP/IP protocol suite and learn how to configure the transport on a NetWare 4 server. Students will learn how to use common TCP/IP applications such as Telnet and FTP. Students will also become familiar with IP routing protocols supported by the NetWare server and learn how to route IPX packets over and IP internetwork. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2460 Network 5 Administration (4)**

(Former course prefix/number CIS 222)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471. This course provides network administrators with information that enhances their network management and administration skills. Upon completion students will be able to accomplish basic and fundamental network management tasks in a Network 5 environment. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2461 Network 5 Advanced Administration (4)**

(Former course prefix/number CIS 227)

Prerequisites: Computer Information Systems 2460. This course provides network administrators with information that enhances their network management and administration skills. Furthermore this class allows the student a unique opportunity to apply those skills learned in administration. Topics include server and client performance monitoring, and server and client software installation. Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2462 Windows NT 4 Administration (4)**

(Former course prefix/number CIS 229)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471. This course provides students with the knowledge necessary to install, maintain, troubleshoot, and administer servers and workstations in a Windows NT 4 environment. Topics include administering Windows NT, creating local and global groups, planning and creating user accounts, troubleshooting I/O problems, assigning permissions, and installing printers. Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2463 Windows NT 4: Core Technologies (4)**

(Former course prefix/number CIS 247)

Prerequisites: Computer Information Systems 2462. This course takes a detailed examination of the protocols necessary to successfully implement connectivity in a Windows NT environment. The focus of this course is the installation, configuring, and supporting of Windows NT workstations and servers. Topics include TCP/IP, IP Addressing, Subnet Masking, managing system policies, RAS GSNW, directory replication, and Domains. Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2464 Windows NT 4: Enterprise Server Technologies (4)**

(Former course prefix/number CIS 248)

Prerequisites: Computer Information Systems 2463. This course is designed for the participant to experience design, implementation, and support of a Windows NT Server in a multi-domain enterprise environment. Topics that will be explored are procedures for baselining your servers, detecting bottlenecks, analyzing traffic patterns, internet information servers, and troubleshooting through the registry. Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2465 TCP/IP WITH NT 4 (4)**

(Former course prefix/number CIS 253)

Prerequisites: Computer Information Systems 2463. This course will explore the information required to successfully set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on the Microsoft Windows NT 4.0. Topics will include installation of TCP/IP on an NT server, dynamic host configuration protocol (DHCP), Windows Internet Naming Service (WINS), and domain name systems (DNS). Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2466 TCP/IP WITH NT 4 (4)**

(Former course prefix/number CIS 255)

Prerequisites: Computer Information Systems 2495 or Computer Information Systems 2460. This course is design to teach the participant to administer multivendor enterprise networks. Participants will use Novell Directory Services and the Netware Administrator to streamline network administration. This hands-on offering will utilize the Novell Administrator for Windows NT and other Novell products for administering and managing NT workstations, NT servers, and network-based applications in a mixed Intranetware and Windows NT environment. Topics include setting up and administering an NT server, managing user and group accounts, installing Network Application Launcher (NAL), establishing protocols, creating users, and sharing local resources, managing multiple domain networks, and using IntranetWare Client for Windows NT. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2470 Control Language and Operating Environments (4)**

(Former course prefix/number CIS 205)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces operating systems concepts, terminology, control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2471 Network Software (4)**

(Former course prefix/number CIS 207)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2370 and credit or concurrent enrollment in Computer Information Systems 2478, or demonstrated competence approved by the instructor. This course presents networking software as applied to local area networks. Topics include the OSI reference model, LAN protocols, network utilities, NETBIOS, network security and control, the log-in process, application software in the network environment, and licensing agreements. Students will learn to use commercially available LAN software. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2472 Database Programming II (4)**

(Former course prefix/number CIS 209)

Prerequisites: Computer Information Systems 1472 or demonstrated competence approved by the instructor. This course continues programming skills in a database language. Topics include advanced array concepts, subroutine concepts, advanced screen handling techniques, index techniques, and integrated system development and organization. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2473 Assembly Language I (4)**

(Former course prefix/number CIS 210)

Prerequisite: Minimum of three credit hours in a programming language or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2474 C Programming (4)**

(Former course prefix/number CIS 212)

Prerequisite: A minimum of 3 credit hours in a programming language or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2475 Microcomputer Assembly Language (4)**

(Former course prefix/number CIS 215)

Prerequisite: Minimum of three credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2476 Spreadsheet Applications (4)**

(Former course prefix/number CIS 218)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2478 PC Operating Systems And Utilities (4)**

(Former course prefix/number CIS 221)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers operating system concepts and includes data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

**CISC 2479 Systems Analysis And Design (4)**

(Former course prefix/number CIS 225)

Prerequisite: Minimum of six hours of programming language courses or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2480 PC Hardware (4)**

(Former course prefix/number CIS 226)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2478 or demonstrated competence approved by the instructor. This course presents a functional systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, configure and install hardware, manage memory, modify and use diagnostic software. Laboratory fee. (3 Lec., 3 Lab.)

**CISC 2481 Database Applications (4)**

(Former course prefix/number CIS 228)

Prerequisites: Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2483 Interactive Programming (4)**

(Former course prefix/number CIS 258)

Prerequisites: Minimum of six credit hours of programming language courses or demonstrated competence approved by the instructor. This course introduces the concepts required to program on-line applications. Topics include on-line applications design, program coding techniques, testing methods, and file handling. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2484 Special Topics In Computer Information Systems (4)**

(Former course prefix/number CIS 265)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2485 Network Problems And Applications (4)**

(Former course prefix/number CIS 287)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2488, or demonstrated competence approved by the instructor. This course presents networking problems and applications associated with local area networks. Topics include integration of network resources, network/application interaction, hardware and software conflicts, technical documentation, LAN management, archiving and backup, and common network problems. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2486 Advanced C Programming (4)**

(Former course prefix/number CIS 268)

Prerequisite: Computer Information Systems 2474 or demonstrated competence approved by the instructor. This course continues a study of the C Programming language. Topics include lists, linked lists, searching, tables, sorting, recursion, binary trees and graphs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2487 Object Oriented Programming (4)**

(Former course prefix/number CIS 270)

Prerequisites: Minimum of three credit hours in programming courses or demonstrated competence approved by the instructor. This course presents the basic elements of object oriented design and development and object oriented programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2488 Network Hardware (4)**

(Former course prefix/number CIS 277)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2480, or demonstrated competence approved by the instructor. This course presents networking hardware as applied to local area networks. Topics include IEEE 802 standards for LANS, LAN cabling, work stations, network interface cards, servers, bridges, gateways, routers, uninterruptible power supplies, surge and sag devices, and troubleshooting. Students will learn how to install, operate, maintain, and troubleshoot LAN hardware. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2490 UNIX Operating System II (4)**

(Former course prefix/number CIS 292)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course continues the development of UNIX concepts and tools. Topics include advanced file system management, additional editors, text formatting, multi-tasking support and advanced shell programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2491 UNIX System Administration (4)**

(Former course prefix/number CIS 295)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course provides students with an introduction to UNIX systems administration. Topics include the administration of data communications, file systems, processes, operations, security and resources. In addition, system configuration and generation will be explored. Some network considerations will also be addressed. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2492 RPG Interactive Subfile Processing (4)**

(Former course prefix/number CIS 271)

Prerequisites: Computer Information Systems 1473, Computer Information Systems 1475, and Computer Information Systems 1478 or demonstrated competence approved by the instructor. The course continues the study of RPG/400. Topics include interactive processing using SDA with add, update and delete; subfile inquiry and update using READC; parameter passing, calling programs and LDA; programmer commands including FILE and DEBUG; INFDS, SDA, record locking, QCMDEXEC, message files and data structures. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2495 Netware 4 Administration (4)**

(Former course prefix/number CIS 204)

This course teaches the knowledge and skills needed to perform NetWare 4 network administration system management tasks effectively. Participants who complete this course will be able to accomplish basic and fundamental network management tasks in a NetWare 4 network. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2496 Netware 4 Installation, Configuration and Advanced Administration (4)**

(Former course prefix/number CIS 211)

Part A: This course is designed to provide experienced network administrators with the skills and knowledge to manage a heterogeneous NetWare 4 networking environment. It provides students who have passed NetWare 4 Administration with a more advanced skill set. Students who complete this course will be able to accomplish advanced network management tasks of a NetWare 4.1 network including: configuring the server for diverse clients, integrating NetWare 3 and NetWare 4 network resources, merging directory partitions and multiple directory trees, configuring time synchronization, adding security to the directory tree, replicating the NetWare Directory Services (NDS) database, enabling network auditing, configuring WANs and filtering, managing protocols, and optimizing the network and NetWare server.

Part B: This course also provide participants with additional hands-on experience with the NetWare 4 network operating system. Administration tasks covered in the course include installing NetWare 4 servers, performing basic workstation skills, configuring basic network resources in NetWare Directory Services (NDS), managing large networks involving multiple servers, creating an effective security system, setting up network printing and creating workstation automation. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2497 Netware Service and Support (4)**

(Former course prefix/number CIS 206)

This hands-on laboratory course focuses on the prevention, diagnosis and resolution of hardware-related problems encountered with working with the NetWare network operating system. While the course is taught in a NetWare 3.1X environment, the skills taught are also valuable when optimizing and maintaining systems using many other Novell products.

Participants explore in detail a number research tools that will assist them in acquiring the information needed to solve "real-world" problems. The course includes six extensive hands-on labs which make up approximately 60 percent of class time. The course materials are designed to provide a reference participants can continue to use on the job. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 7271 Cooperative Work Experience (2)**

(Former course prefix/number CIS 702)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 10 Lab.)

**CISC 7272 Cooperative Work Experience (2)**

(Former course prefix/number CIS 712)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 10 Lab.)

**CISC 7371 Cooperative Work Experience (3)**

(Former course prefix/number CIS 703)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

**CISC 7372 Cooperative Work Experience (3)**

(Former course prefix/number CIS 713)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

**CISC 7471 Cooperative Work Experience (4)**

(Former course prefix/number CIS 704)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

**CISC 7472 Cooperative Work Experience (4)**

(Former course prefix/number CIS 714)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

## COMPUTER SCIENCE

### **COSC 1300 Computer Literacy (3)**

[Course description not available at the time of catalog printing.]

### **COSC 1315 Computer Science I (3)**

(This is a common course number. Former course prefix/number CS 113)

This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course will focus on problem-solving using modular design techniques implemented with a structured programming language. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

### **COSC 1317 Introduction To FORTRAN Programming (3)**

(This is a common course number. Former course prefix/number CS 121)

Prerequisite: Mathematics 1414. This course is intended primarily for students pursuing a degree in an engineering, science, or related field which requires a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

### **COSC 1320 C Programming (3)**

(This is a common course number. Former course prefix/number CS 120)

Prerequisite: Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. The emphasis is on the fundamentals of programming using the C Programming language. Topics covered include input/output processing, structured programming, modular design and problem-solving techniques. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

### **COSC 1333 Introduction To PL/I Programming (3)**

(This is a common course number. Former course prefix/number CS 123)

Prerequisites: Developmental Math 0093 and Computer Science 1315 or Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015127)

### **COSC 1401 Microcomputer Concepts and Applications (4)**

(This is a common course number)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1101015227)

### **COSC 2315 Computer Science II (3)**

(This is a common course number)

Prerequisites: Computer Science 1315 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or related field. Topics covered include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

### **COSC 2318 Computer Science II - Pascal (3)**

(This is a common course number. Former course prefix/number CS 114)

Prerequisites: Mathematics 1414 and Computer Science 1315 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of Pascal programming, structured problem-solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

**COSC 2320 Advanced C Programming (3)**

(This is a common course number. Former course prefix/number CS 220)

Prerequisite: Computer Science 1320 and Mathematics 1314 or Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1320 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of C Programming, structured problem-solving, elementary and advanced data structures including arrays, structures, and classes, the use of pointer variables and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

**COSC 2325 Assembly Language (4)**

(This is a common course number. Former course prefix/number CS 212)

Prerequisite: Computer Science 1315 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015427)

**DANCE****DANC 1101 Composition I (1)**

(This is a common course number. Former course prefix/number DAN 234)

Prerequisite: Demonstrated competence approved by the instructor. Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015530)

**DANC 1110 Tap I (1)**

(This is a common course number. Former course prefix/number DAN 157)

This course explores basic tap techniques. Emphasis on technique development and familiarity with traditional tap rhythms and steps. Laboratory fee. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601145130)

**DANC 1112 Coaching and Repertoire (1)**

(This is a common course number. Former course prefix/number DAN 252)

Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1151 Rehearsal and Performance I (1)**

(This is a common course number. Former course prefix/number DAN 116)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1247 Jazz I (2)**

(This is a common course number. Former course prefix/number DAN 155)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1248 Jazz II (2)**

(This is a common course number. Former course prefix/number DAN 156)

Prerequisite: Dance 1247 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1341 Ballet I (3)**

(This is a common course number. Former course prefix/number DAN 161)

This course explores basic ballet structure and terminology. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Instruction in beginning adagio, petit allegro, grand allegro, inside and outside turns and various jumps are studied. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1342 Ballet II (3)**

(This is a common course number. Former course prefix/number DAN 163)

Prerequisite: Dance 1341. This course is a continuation of Dance 1341. Emphasis is on body directions and stamina. More complex combinations using advanced patterning will be studied. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1345 Modern I (3)**

(This is a common course number. Former course prefix/number DAN 165)

This course explores basic modern techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2247 Jazz III (2)**

(This is a common course number. Former course prefix/number DAN 255)

Prerequisite: Dance 1248. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2248 Jazz IV (2)**

(This is a common course number. Former course prefix/number DAN 256)

Prerequisite: Dance 2247. This course is a further exploration of Dance 2247. This course may be repeated for credit. Laboratory fee. (1Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2303 Dance Appreciation (3)**

(This is a common course number. Former course prefix/number DAN 160)

The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, demonstrations and dance productions. Primitive, classical and contemporary dance forms are included. (3 Lec.)

(Coordinating Board Academic Approval Number 5003015430)

## **DEVELOPMENTAL COLLEGE LEARNING SKILLS**

**DCLS 0100 College Learning Skills (1)**

(Former course prefix/number CLS 100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. This course should not be used for TASP remediation. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

## **DEVELOPMENTAL COMMUNICATIONS**

**DCOM 0095 Communication Skills (3)**

(Former course prefix/number DC 095)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. This course should not be used for TASP remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085135)

**DCOM 0120 Communication Skills (3)**

(Former course prefix/number DC 120)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. This course should not be used for TASP remediation. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085135)

## **DEVELOPMENTAL LEARNING**

**DLEA 0094 Learning Skills Improvement (1)**

(Former course prefix/number DL 094)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. This course should not be used for TASP remediation. (2 Lab.)

(Coordinating Board Academic Approval Number 3201015235)

## **DEVELOPMENTAL MATHEMATICS**

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333, 1335, 1342 and 1414. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for Mathematics 1374.

**DMAT 0060 Basic Mathematics I (1)**

(Former course prefix/number DM 060)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0061 Basic Mathematics II (1)**

(Former course prefix/number DM 061)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0063 Pre Algebra (1)**

(Former course prefix/number DM 063)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0090 Pre Algebra Mathematics (3)**

(Former course prefix/number DM 090)

Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0097 Algebra Fundamentals I (3)**

(Former course prefix/number DM 097)

Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0098 Algebra Fundamentals II (3)**

(Former course prefix/number DM 098)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0099 Algebra Fundamentals III (3)**

(Former course prefix/number DM 099)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045237)

**DMAT 0100 Review of Basic Mathematical Concepts (1)**

Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0098. This course is for students who have not passed the mathematics section of the TASP test. Topics covered will include: real numbers; graphs, charts and tables; solving linear and quadratic equations; algebraic expressions; solving problems involving geometric concept and applied reasoning skills. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for a maximum of 3 credits. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0200 Review of Fundamental Mathematical Concepts (1)**

Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099 or consent of instructor. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Emphasis is on individual needs. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0400 Review of Fundamental Algebraic Concepts (3)**

Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include basic operations of real numbers; analysis and interpretation of graphs and tables; solutions and graphs of linear, absolute value and quadratic equations and inequalities; factoring; exponent; principles of geometry; inductive reasoning; and functions. This course cannot be used as a prerequisite for any college-level mathematics course. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201045137)

## DEVELOPMENTAL READING

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

### **DREA 0090 Developmental Reading (3)**

(Former course prefix/number DR 090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

### **DREA 0091 Developmental Reading (3)**

(Former course prefix DR 091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

### **DREA 0093 Developmental Reading (3)**

(Former course prefix DR 093)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

### **DREA 0200 Learning Skills Improvement in Reading (1)**

This course offers further development of reading comprehension and vocabulary for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. Emphasis is on the development of learning skills according to individual needs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201085235)

## DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

### **DWRI 0090 Developmental Writing (3)**

(Former course prefix/number DW 090)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

### **DWRI 0091 Developmental Writing (3)**

(Former course prefix/number DW 091)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

### **DWRI 0093 Developmental Writing (3)**

(Former course prefix/number DW 093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

### **DWRI 0100 Developmental Writing (1)**

This course focuses on instruction to prepare students to meet TASP requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

### **DWRI 0200 Developmental Writing (1)**

This course focuses upon writing skills improvement. Writing skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201085335)

### **DWRI 0300 Developmental Writing (3)**

This course focuses upon strengthening writing skills. Topics include grammar, paragraph structure, and effective communication strategies. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

### **DWRI 0400 Developmental Writing (3)**

This course is for students with significant writing problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of the semester) upon the referral of an instructor. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085335)

# DRAMA

(Formerly Theatre)

## **DRAM 1120 Rehearsal And Performance I (1)**

(This is a common course number. Former course prefix/number THE 114)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

## **DRAM 1170 Demonstration Lab (1)**

(Former course prefix/number THE 199)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(Coordinating Board Academic Approval Number 5005015130)

## **DRAM 1221 Rehearsal And Performance II (2)**

(This is a common course number. Former course prefix/number THE 210)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

## **DRAM 1310 Introduction To The Theatre (3)**

(This is a common course number. Former course prefix/number THE 101)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(Coordinating Board Academic Approval Number 5005015130)

## **DRAM 1323 Theatre Workshop (3)**

(This is a common course number. Former course prefix/number THE 236)

A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

## **DRAM 1330 Stagecraft I (3)**

(This is a common course number. Former course prefix/number THE 103)

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

## **DRAM 1341 Make-Up For The Stage (3)**

(This is a common course number. Former course prefix/number THE 105)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

(Coordinating Board Academic Approval Number 5005025230)

## **DRAM 1351 Acting I (3)**

(This is a common course number. Former course prefix/number THE 106)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

## **DRAM 1352 Acting II (3)**

(This is a common course number. Former course prefix/number THE 107)

Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

## **DRAM 1370 Contemporary Theatre (3)**

(Former course prefix/number THE 102)

This course is a study of the modern theatre. The historical background and traditions of each style are included. Emphasis is on understanding the social, culture, and aesthetic significance of each style. A number of modern plays are read and selected video tapes are viewed. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

## **DRAM 2331 Stagecraft II (3)**

(This is a common course number. Former course prefix/number THE 104)

Prerequisite: Drama 1330 or demonstrated competence approved by the instructor. Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

## **DRAM 2336 Voice And Articulation (3)**

(This is a common course number. Former course prefix/number THE 109)

Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

## **DRAM 2351 Scene Study I (3)**

(This is a common course number. Common Course Number THE 205)

Prerequisites: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

## **DRAM 2352 Scene Study II (3)**

(This is a common course number. Former course prefix/number THE 207)

Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2361 History Of Theatre I (3)**

(This is a common course number. Former course prefix/number THE 110)

Drama is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

**DRAM 2362 History Of Theatre II (3)**

(This is a common course number. Former course prefix/number THE 111)

Drama is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

**DRAM 2366 Development of the Motion Pictures (3)**

(This is a common course number. Former course prefix/number THE 203)

Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (3 Lec.)

(Coordinating Board Academic Approval Number 5006025130)

**DRAM 2370 Television Production I (3)**

(Former course prefix/number THE 201)

Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1001045226)

**DRAM 2371 Television Production II (3)**

(Former course prefix/number THE 202)

Prerequisite: Drama 2370. This course is a continuation of Drama 2370. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1001045226)

**DRAM 2373 Introduction To Technical Drawing (3)**

(Former course prefix/number THE 208)

Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including ground plans, vertical sections, construction elevations, and spider perspective. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

**DRAM 2374 Lighting Design (3)**

(Former course prefix/number THE 209)

The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

**DRAM 2375 Broadcasting Communications I (3)**

(Former course prefix/number THE 211)

Basic techniques of television and video performance are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

**DRAM 2376 Broadcasting Communications II (3)**

(Former course prefix/number THE 212)

Prerequisite: Drama 2375 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2375. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

## EARTH SCIENCE

(See Geology)

## ECOLOGY

NOTE: This course will carry a Dallas County Community College prefix of "ECOL"; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the course description.

**ECOL 1305 People And Their Environment (3)**

(Former course prefix/number ECY 291. The common course number is GEOL 1305.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 0301025339)

## ECONOMICS

**ECON 1303 Economics Of Contemporary Social Issues (3)**

(This is a common course number. Former course prefix/number ECO 105)

This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

**ECON 2301 Principles Of Economics I (3)**

(This is a common course number. Former course prefix/number ECO 201)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**ECON 2302 Principles Of Economics II (3)**

(This is a common course number. Former course prefix/number ECO 202)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**ECON 2311 Economics of Global Issues (3)**

(This is a common course number. Former course prefix/number ECO 203)

This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

## **EDUCATIONAL PERSONNEL**

**EDUC 1370 Language Skills For Educational Personnel (3)**

(Former course prefix/number EP 129)

This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, cursive and manuscript handwriting, and listening skills. (3 Lec.)

**EDUC 1371 Introduction To Educational Processes I (3)**

(Former course prefix/number EP 131)

The role of educational support personnel is defined within the framework of contemporary public school organization. Legal guidelines and procedures of local, state, and federal agencies governing public education are described. Special attention is given to the development of effective interpersonal relationships with emphasis on application to the public school setting. (3 Lec.)

**EDUC 1372 Introduction To Educational Processes II (3)**

(Former course prefix/number EP 133)

This course focuses on developing a wholesome learning environment in the classroom. The facilitation of learning in small groups is emphasized. Factors affecting the growth and development of students in a pluralistic society are covered. The responsibilities of educational personnel are covered. (3 Lec.)

**EDUC 1373 Introduction To Media (3)**

(Former course prefix/number EP 134)

Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included. (2 Lec., 2 Lab.)

**EDUC 1374 Arts And Crafts (3)**

(Former course prefix/number EP 135)

Creative art materials and methods used in programs for children are presented. Opportunities are provided for the use of these materials. Classroom displays, charts, poster art, and bulletin boards are included, emphasis is on creating an attractive environment in the classroom. (3 Lec.)

**EDUC 1375 Principles And Practices Of Multi-Cultural Communications (3)**

(Former course prefix/number EP 136)

This course examines cultural variations found in our society and reflected in our pluralistic classrooms. Students will look at their own culturally influenced behavior, study other major cultures, and develop an awareness of cultural diversity and the process of intercultural communication. Differences in lifestyles, communication styles, learning processes, educational philosophies, interpersonal relations, and sources of stress for various cultural groups will be explored in a seminar-type environment. (3 Lec.)

**EDUC 1376 Child Language Development (3)**

(Former course prefix/number EP 140)

This course will cover information on language development for the bilingual and monolingual student with emphasis on cross-cultural awareness and second language acquisition. The role of oral language development will be studied with regard to its application for both ESL and bilingual methods and techniques. (3 Lec.)

**EDUC 1377 Bilingual Education: Philosophy, Techniques And Materials (3)**

(Former course prefix/number EP 143)

This course presents the core techniques in bilingual education. Topics included are: awareness of cultural backgrounds, teaching techniques, material development, historical and philosophical concepts of bilingual/bicultural education, and Spanish technical vocabulary in the content areas. (3 Lec.)

**EDUC 2170 Diversified Studies (1)**

(Former course prefix/number EP 245)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. This course may be repeated for credit, when the topics vary, up to a maximum of three credit hours. (1 Lec.)

**EDUC 2270 Diversified Studies (2)**

(Former course prefix/number EP 246)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. Other areas may be repeated for credit, when the topics vary, up to a maximum of four credit hours. (2 Lec.)

**EDUC 2370 Computer Instruction For Educators (3)**

(Former course prefix/number EP 210)

This course is an introduction to microcomputer use for educators. Topics include history, terminology, classroom applications, instructional software preview, introductory programming, and productivity software. Hands-on computer activities are emphasized throughout the course. (2 Lec., 2 Lab.)

**EDUC 2371 Techniques For Teaching English To Non-Native Speakers (3)**

(Former course prefix/number EP 241)

This course is a practical application of second language learning theory as it relates to the non-English speaking student. The process, contents and management of second language teaching will be discussed, demonstrated and practiced. (3 Lec.)

**EDUC 2372 Diversified Studies (3)**

(Former course prefix/number EP 247)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. Other areas may be repeated for credit, when the topics vary, up to a maximum of six credit hours. (3 Lec.)

**EDUC 2373 The Exceptional Child (3)**

(Former course prefix/number EP 249)

This course is designed as a comprehensive survey of the field of exceptionality with emphasis on the educational, sociological, and psychological effects of handicapping condition on children. (3 Lec.)

**EDUC 7271 Cooperative Work Experience (2)**

(Former course prefix/number EP 702)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 10 Lab.)

**EDUC 7272 Cooperative Work Experience (2)**

(Former course prefix/number EP 712)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 10 Lab.)

**EDUC 7371 Cooperative Work Experience (3)**

(Former course prefix/number EP 703)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 15 Lab.)

**EDUC 7372 Cooperative Work Experience (3)**

(Former course prefix/number EP 713)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 15 Lab.)

**EDUC 7471 Cooperative Work Experience (4)**

(Former course prefix/number EP 704)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 20 Lab.)

**EDUC 7472 Cooperative Work Experience (4)**

(Former course prefix/number EP 714)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 20 Lab.)

## ELECTRONICS TECHNOLOGY

*All course descriptions in Electronics Technology will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/cd.htm>] or from an academic advisor beginning June 1, 1999.*

## ENGINEERING

**ENGR 2105 Electrical Engineering Laboratory (1)**

(This is a common course number. Former course prefix/number EGR 206)

Prerequisite: Credit or concurrent enrollment in Engineering 2305. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**ENGR 2301 Engineering Mechanics I (3)**

(This is a common course number. Former course prefix/number EGR 107)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015229)

**ENGR 2302 Engineering Mechanics II (3)**

(This is a common course number. Former course prefix/number EGR 201)

Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015329)

**ENGR 2305 Electrical Systems Analysis (3)**

(This is a common course number. Former course prefix/number EGR 204)

Prerequisite: Credit or concurrent enrollment in Mathematics 2414. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 4008015339)

## ENGINEERING TECHNOLOGY

*All course descriptions in Engineering Technology will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/cd.htm>] or from an academic advisor beginning June 1, 1999.*

## ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

**ENGL 1111 Creative Writing (1)**

(This is a common course number. Former course prefix/number ENG 111)

This course is an imaginative writing workshop. It may include fiction, non-fiction, poetry, or drama. (1 Lec.)

(Coordinating Board Academic Approval Number 2305015135)

**ENGL 1301 Composition I (3)**

(This is a common course number. Former course prefix/number ENG 101)

Prerequisite: Developmental Reading 0093 and Developmental Writing 0093 or meet TASP/Alternative Assessment Standard in Reading and Writing. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

**ENGL 1302 Composition II (3)**

(This is a common course number. Former course prefix/number ENG 102)

Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

**ENGL 2307 Creative Writing (3)**

(This is a common course number. Former course prefix/number ENG 209)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015135)

**ENGL 2308 Creative Writing (3)**

(This is a common course number. Former course prefix/number ENG 211)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. Advanced experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015135)

**ENGL 2311 Technical Writing (3)**

(This is a common course number. Former course prefix/number ENG 210)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

### **English In The Sophomore Year**

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

### **ENGL 2321 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 212)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in British Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2322 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 201)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2323 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 202)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2326 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 213)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in American Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2327 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 205)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2328 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 206)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2331 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 214)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in World Literature organized by movements, schools, periods, or themes. Course descriptions are available each semester prior to registration. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### **ENGL 2332 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 203)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world through the Renaissance. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### **ENGL 2333 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 204)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the Renaissance to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### **ENGL 2370 Studies In Literature (3)**

(Former course prefix/number ENG 215)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

### **ENGL 2371 Studies In Literature (3)**

(Former course prefix/number ENG 216)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

## **ENGLISH AS A SECOND LANGUAGE**

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

### **ESOL 0031 - ESOL 0034 (Listening-Speaking)**

These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

### **ESOL 0041 - ESOL 0044 (Reading)**

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

### **ESOL 0051 - ESOL 0054 (Writing)**

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

### **ESOL 0061 - ESOL 0064 (Grammar)**

These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

## **INGLES COMO SEGUNDO IDIOMA**

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

### **ESOL 0031 - ESOL 0034 (Escuchar y Conversar)**

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarrollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

### **ESOL 0041 - ESOL 0044 (Lectura)**

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

### **ESOL 0051 - ESOL 0054 (Escritura)**

Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produzcan escritos para diferentes audiencias y con diversos propósitos.

### **ESOL 0061 - ESOL 0064 (Gramatica)**

Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

## ENGLISH AS A SECOND LANGUAGE

### ESOL 0031 ESL Listening/Speaking (3)

(Former course prefix/number ESL 031)

This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0032 ESL Listening/Speaking (3)

(Former course prefix/number ESL 032)

This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0033 ESL Speaking (3)

(Former course prefix/number ESL 033)

This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0034 ESL Academic Speaking (3)

(Former course prefix/number ESL 034)

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0041 ESL Reading (3)

(Former course prefix/number ESL 041)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESOL 0042 ESL Reading (3)

(Former course prefix/number ESL 042)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESOL 0043 ESL Reading (3)

(Former course prefix/number ESL 043)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESOL 0044 ESL Reading (3)

(Former course prefix/number ESL 044)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESOL 0045 Developmental Reading for Non-Native Speakers (1)

(Former course prefix/number ESL 045)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085435)

### ESOL 0051 ESL Writing (3)

(Former course prefix/number ESL 051)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

### ESOL 0052 ESL Writing (3)

(Former course prefix/number ESL 052)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

### ESOL 0053 ESL Writing (3)

(Former course prefix/number ESL 053)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0054 ESL Writing (3)**

(Former course prefix/number ESL 054)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0055 ESL Writing (1)**

(Former course prefix/number ESL 055)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085435)

**ESOL 0061 ESL Grammar (3)**

(Former course prefix/number ESL 061)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0062 ESL Grammar (3)**

(Former course prefix/number ESL 062)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0063 ESL Grammar (3)**

(Former course prefix/number ESL 063)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0064 ESL Grammar (3)**

(Former course prefix/number ESL 064)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**FRENCH****FREN 1311 Beginning French (3)**

(This is a common course number.)

This course is an introduction to French speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study French for more than one semester enroll in French 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete French 1311 and wish to continue their studies of French may register for French 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

**FREN 1411 Beginning French (4)**

(This is a common course number. Former course prefix/number FR 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

**FREN 1412 Beginning French (4)**

(This is a common course number. Former course prefix/number FR 102)

Prerequisite: French 1411 or the equivalent. This course is a continuation of French 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

**FREN 2303 Introduction To French Literature (3)**

(This is a common course number. Former course prefix/number FR 203)

Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015331)

**FREN 2304 Introduction To French Literature (3)**

(This is a common course number. Former course prefix/number FR 204)

Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is a continuation of French 2303. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015331)

**FREN 2306 French Conversation I (3)**

(This is a common course number. Former course prefix/number FR 207)

Prerequisite: French 1411 and French 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore French life and society. This course is intended to complement French 2311. The next course in this conversation sequence is French 2372. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015431)

**FREN 2311 Intermediate French (3)**

(This is a common course number. Former course prefix/number FR 201)

Prerequisite: French 1412 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

**FREN 2312 Intermediate French (3)**

(This is a common course number. Former course prefix/number FR 202)

Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

**FREN 2372 French Conversation II (3)**

Former course prefix/number FR 208)

Prerequisite: French 2306 or French 2311 or the equivalent. This course is designed to further strengthen and improve oral skills in the language. Oral activities will continue to focus on current events, cultural, historical and social issues. Audio-visual media are used to explore French life and society. This course is intended to complement French 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015431)

**GEOGRAPHY****GEOG 1301 Physical Geography (3)**

(This is a common course number. Former course prefix/number GPY 101)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015142)

**GEOG 1303 World Regional Geography (3)**

(This is a common course number. Common Course Number GPY 104)

A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015342)

**GEOLOGY****GEOL 1403 Physical Geology (4)**

(This is a common course number. Former course prefix/number GEO 101)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

**GEOL 1404 Historical Geology (4)**

(This is a common course number. Former course prefix/number GEO 102)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

**GERMAN****GERM 1311 Beginning German (3)**

(This is a common course number.)

This course is an introduction to German speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study German for more than one semester enroll in German 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete German 1311 and wish to continue their studies of German may register for German 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

**GERM 1411 Beginning German (4)**

(This is a common course number. Former course prefix/number GER 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 1605015131)

**GERM 1412 Beginning German (4)**

(This is a common course number. Former course prefix/number GER 102)

Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 1605015131)

**GERM 2311 Intermediate German (3)**

(This is a common course number. Former course prefix/number GER 201)

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)  
(Coordinating Board Academic Approval Number 1605015231)

**GERM 2312 Intermediate German (3)**

(This is a common course number. Former course prefix/number GER 202)

Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)  
(Coordinating Board Academic Approval Number 1605015231)

## GOVERNMENT

**GOVT 2301 American Government (3)**

(This is a common course number. Former course prefix/number GVT 201)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)  
(Coordinating Board Academic Approval Number 4510025142)

**GOVT 2302 American Government (3)**

(This is a common course number. Former course prefix/number GVT 202)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)  
(Coordinating Board Academic Approval Number 4510025142)

**GOVT 2371 Introduction To Comparative Politics (3)**

(Former course prefix/number GVT 211)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)  
(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

## HEALTH INFORMATION MANAGEMENT

**HIMT 1270 Clinical Practice I (2)**

(Former course prefix/number HIM 115)

Prerequisites: Health Information Management 1370 and Health Information Management 2470 with a minimum grade of "C" in each course and approval of program director. A supervised learning experience in a medical records department/health care facility enabling the student to apply skills in the basic record processing procedures and practices. Requires 56 hours to be done in a hospital during regular business hours; 7:00am-6:00pm. Emphasis is placed on students achieving entry level proficiency in medical records department clerical functions, medical record assembly, analyses and abstraction, processing release of information guidelines, filing/archiving, medical record retrieving, interfacing with multiple hospital departments and the application of policies, standards and guidelines. Classes/clinicals meet on Fridays only. (1 Lec., 2 Lab.)

**HIMT 1370 Medical Records I (3)**

(Former course prefix/number HIM 101)

This course introduces the basic concepts and functions of medical records environments. Topics include the organization and functions of the health care facility and the medical records department; an examination of the medical record including design, structure, content, transcription and filing systems; legal parameters guiding the creation and care of the medical record; medical record requirements including peer review, quality assurance and utilization review, tumor registry; time frames including turn -arounds and completion responsibilities and medical ethical issues including topics including but not limited to AIDS, abortions, euthanasia, and living wills. (3 Lec.)

**HIMT 1371 Pathophysiology (3)**

(Former course prefix/number HIM 120)

Prerequisite: Biology 1470 and Health Information Management 2470. This course is an introduction to the study of the pathophysiology of disease processes and the drugs associated with the treatment processes. Students will examine disease and drug therapy from a body systems approach. Topics include the development of disease, abnormal physiological responses, clinical manifestations, and treatment modalities including drug therapy: dosages, actions and drug administration routes. Emphasis will be placed on research, spelling, and abbreviation of pertinent terms. (3 Lec.)

**HIMT 1372 Quality Standards And Procedures In Health Information Management (3)**

(Former course prefix/number HIM 140)

In this critical course students explore the many facets of quality standards and methodologies in the health information management environment. Topics include requirements of the Joint Commission of the Accreditation of Healthcare Organizations, licensing, accreditation, the compilation and presentation of data in statistical formats, quality improvement, quality tools, utilization, risk management and medical staff data quality issues. (3 Lec.)

**HIMT 1470 Disease Classification And Nomenclatures I (4)**

(Former course prefix/number HIM 108)

Prerequisite: Biology 1470. Students will examine the nomenclatures and classification systems with particular emphasis on ICD-9-CM. Emphasis is placed on basic coding rules, principles, guidelines, and use of symbols and conventions. Students will learn to assign codes manually and electronically, and differentiate between the various abstracting methods used to collect patient data. (3 Lec., 3 Lab.)

**HIMT 2270 Advanced Topics In Health Information Management (2)**

(Former course prefix/number HIM 210)

Students will explore new technology, systems and issues essential to successful operations and performance in the health information management profession. Topics will include reimbursement issues, managed care, PPO's and HMO's, DRG's, ramifications and implications of emerging care systems, socialized medicine and international practices and trends. (2 Lec.)

**HIMT 2271 Clinical Practice III (2)**

(Former course prefix/number HIM 245)

Directed and supervised learning experience in a medical record department/health care facility enabling the student to develop insight, understanding and skills in the area of management processes and procedures. Requires 80 hours to be done in a hospital during regular business hours: 7:00am-6:00pm. Activities will include planning, organizing, controlling, evaluating department systems and performance, preparation of documentation necessary for supervision of personnel, performance of activities relating to utilization review, quality assurance, risk management, committee and team participation. Meets in May Term only. (1 Lec., 4 Lab.)

**HIMT 2272 Clinical Practice II (2)**

(Former course prefix/number HIM 216)

Prerequisites: Health Information Management 1470, Health Information Management 1371, and Health Information Management 2470. Requires 24 hours to be done in a hospital during regular business hours; 7:00am-6:00pm. A supervised learning experience in a medical record department/health care facility enabling the student to develop insight, understanding and skills in the area of coding using the nomenclature and classification system, International Classification of Disease - 9th revision (ICD-9-CM). Emphasis is placed on use of the coding manual and research manuals, basic coding rules, guidelines to use of symbols and conventions, and problem solving skills. Students will complete a project. (1 Lec., 5 Lab.)

**HIMT 2370 Medical Records II (3)**

(Former course prefix/number HIM 201)

Prerequisite: Health Information Management 1370. In this course, students will explore management issues as they relate specifically to the medical records department. Topics include human resource management, departmental systems and operations management, committee work, budgeting and accounting, organization of the work environment, interpretation and application of state and federal guidelines, interpretation and compliance with accreditation, and insure licensing, accreditation. (3 Lec.)

**HIMT 2470 Medical Terminology (4)**

(Former course prefix/number HIM 131)

Students will investigate the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Topics include the vocabulary related to major body systems and diseases including spelling, abbreviation, symbols and definitions. Exercises will include problem solving using research resources. (4 Lec.)

**HIMT 2471 Disease Classification And Nomenclatures II (4)**

(Former course prefix/number HIM 208)

Prerequisites: Health Information Management 1470 and Health Information Management 1371. Current Procedural Terminology (CPT-4) coding principles are examined. The course will involve activities in which medical record professionals code, classify and index procedures in CPT-4 for purposes of standardization, retrieval and statistical analysis. Additional emphasis is placed on prospective payment systems, assignment of DRG's, application and sequencing under UHDDS guidelines with emphasis on sequencing for appropriate reimbursement and data quality within coding systems. (3 Lec., 3 Lab.)

## HISTORY

**HIST 1301 History Of The United States (3)**

(This is a common course number. Former course prefix/number HST 101)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)  
(Coordinating Board Academic Approval Number 4508025142)

**HIST 1302 History Of The United States (3)**

(This is a common course number. Former course prefix/number HST 102)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)  
(Coordinating Board Academic Approval Number 4508025142)

**HIST 2301 History of Texas from 1500 to the Present (3)**

(This is a common course number.)

A survey of Texas development from early Spanish colonization (1500) to the establishment of the modern urban state. The course emphasizes the variety of influences from Indian, Spanish and American cultures. The social, political and economic evolution of the state, including the multi-ethnic character of its population, is studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025242)

**HIST 2311 Western Civilization (3)**

(This is a common course number. Former course prefix/number HST 105)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HIST 2312 Western Civilization (3)**

(This is a common course number. Former course prefix/number HST 106)

This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HIST 2321 World Civilizations (3)**

(This is a common course number. Former course prefix/number HST 103)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

**HIST 2322 World Civilizations (3)**

(This is a common course number. Former course prefix/number HST 104)

This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

**HIST 2370 Latin American History (3)**

(Former course prefix/number HST 112)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

**HIST 2372 Advanced Historical Studies (3)**

(Former course prefix/number HST 205)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015642)

**HIST 2380 The Heritage Of Mexico (3)**

(This is a common course number. Former course prefix/number HST 110)

This course (cross-listed as Anthropology 2380) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HIST 2381 Afro-American History (3)**

(This is a common course number. Former course prefix/number HST 120)

The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HORT 1271 Landscape Shrubs, Vines, And Ground Cover (2)**

(Former course prefix/number HLN 133)

The identification and classification of landscape shrubs, vines, and ground covers are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

**HORT 1272 Interior Plant Identification (2)**

(Former course prefix/number HLN 134)

This course covers the identification and classification of tropical plants used in the home and commercial interior landscapes. Design characteristics for interiorscapes and environmental requirements of the plants used are included. (1 Lec., 3 Lab.)

**HORT 1273 Landscape Computer Design (2)**

(Former course prefix/number HLN 135)

Prerequisites: Horticulture Technology 1372. This course covers basic landscape computer design. Students will learn design setup, design layout including the planting plan view, plant libraries, elevation views, materials and cost estimating, as well as plotting the drawing to scale. Laboratory fee. (1 Lec., 3 Lab.)

**HORT 1370 Herbaceous And Exotic Plants (3)**

(Former course prefix/number HLN 140)

The identification, culture, and use of ornamental herbaceous plants are studied. Plants for homes, gardens, and conservatories are included. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 1371 Landscape Development I (3)**

(Former course prefix/number HLN 145)

Prerequisite: Horticulture Technology 1470 or demonstrated competence approved by the instructor. This course covers the planning and scheduling of landscape operations, the application of pesticides, the study of pests and diseases in the landscape, maintenance of landscaping tools and equipment, installation of irrigation systems, contracts and construction specifications, and related government regulations. Laboratory fee. (1 Lec., 6 Lab.)

**HORT 1372 Fundamentals Of Landscape Planning (3)**

(Former course prefix/number HLN 146)

Concepts and practices used in preparing landscape plans and in constructing and improving landscapes are covered. Laboratory fee. (1 Lec., 6 Lab.)

**HORTICULTURE TECHNOLOGY****HORT 1270 Landscape Trees (2)**

(Former course prefix/number HLN 132)

The identification and classification of landscape trees are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

**HORT 1373 Landscape Development II (3)**

(Former course prefix/number HLN 147)

Prerequisite: Horticulture Technology 1470 or demonstrated competence approved by the instructor. This course trains the student in the use and maintenance of landscape plants, tree surgery and repair, pruning and training plants in the landscape, and the installation and maintenance of turf grasses in the landscape. Laboratory fee. (1 Lec., 6 Lab.)

**HORT 1470 Horticulture Science (4)**

(Former course prefix/number HLN 131)

This course covers the science and practices of ornamental horticulture. Stress is on the culture and growth of plants, landscaping, plant production, and nursery propagation. Laboratory fee. (3 Lec., 3 Lab.)

**HORT 1471 Floral Design (4)**

(Former course prefix/number HLN 141)

This course presents the principles of floral art, flowers, and other design materials. Special and unusual floral designs are included. Laboratory fee. (2 Lec., 6 Lab.)

**HORT 2270 Propagation Of Woody Ornamental Plants (2)**

(Former course prefix/number HLN 235)

Prerequisites: Horticulture Technology 1470 and 1370. This course covers all phases of propagation of woody ornamental plants including cutting and seed propagation and grafting, budding, and layering. It also includes the management of propagation facilities. Laboratory fee. (1 Lec., 3 Lab.)

**HORT 2370 Nursery Operations (3)**

(Former course prefix/number HLN 233)

Prerequisites: Horticulture Technology 1470. In this course emphasis is placed on nursery site selection and layout, plant growth and plant protection, and production in field nurseries and container nurseries. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 2371 Landscape Management (3)**

(Former course prefix/number HLN 238)

Prerequisite: Horticulture Technology 2471. This course provides advanced studies in landscape business operations including landscape contracting and garden center management. It is a study of the landscape horticulture industry, management practices, marketing methods and estimating, bidding and contracting landscape jobs. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 2372 Problems And Practices In Industry (3)**

(Former course prefix/number HLN 246)

Prerequisites: Horticulture Technology 2470 or Horticulture Technology 2370 or Horticulture Technology 2371 or Horticulture Technology 2374 or Horticulture Technology 2376 or concurrent enrollment. This course enables students to research current regional problems and practices in the ornamental horticulture industry. The student visits specialists; observes operations; conducts research on problems; implements findings; and prepares a report. This course may be repeated in place of Horticulture Technology 7371. (1 Lec., 6 Lab.)

**HORT 2373 Advanced Floral Design (3)**

(Former course prefix/number HLN 248)

Prerequisite: Horticulture Technology 1471. This course is an advanced study of commercial floral design as used in the retail florist business. Advanced techniques in floral art are practiced in corsage making, wedding design, memorial decoration, religious and fraternal designs and other special occasion designs. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 2374 Foliage Plants And Interiorscaping (3)**

(Former course prefix/number HLN 249)

Prerequisites: Horticulture Technology 1470, 1272 and 1370. This course covers the propagation, culture, and marketing of foliage plants and other tropical and subtropical plants used in interiorscapes. Principles of interiorscaping and care of plants in indoor environments are studied. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 2375 Advanced Landscape Planning (3)**

(Former course prefix/number HLN 250)

Prerequisites: Horticulture Technology 1371 and 2471. Landscape planning and design principles are studied in depth. Topics include advanced design analysis, architectural elements, space articulation, and engineering land and plant uses. Laboratory fee. Students will be introduced to advanced landscape planning with a computer design system. (2 Lec., 3 Lab.)

**HORT 2376 Flower Shop Management (3)**

(Former course prefix/number HLN 252)

Prerequisite: Horticulture Technology 1471. This course is an advanced study of flower shop operations in the florist industry. Included in this study is the structure of the industry, shop location and organization, marketing methods, and management practices. Laboratory fee. (2 Lec., 3 Lab.)

### **HORT 2470 Greenhouse Horticulture (4)**

(Former course prefix/number HLN 227)

Prerequisites: Horticulture Technology 1470. The construction and operation of ornamental horticulture production structures are studied. Included are greenhouses, plastic houses, lath houses, hotbeds, and coldframes. Emphasis is on installing, operating, and maintaining equipment for environmental control and efficiency in production operations. Students will learn the production of poinsettia and chrysanthemum crops. Laboratory fee. (2 Lec., 6 Lab.)

### **HORT 2471 Landscape Design (4)**

(Former course prefix/number HLN 231)

Prerequisites: Horticulture Technology 1270, 1271, and 1372; Mathematics 1324 or 1371. This course introduces the basic principles of landscape design for residences. Plant selection is included. Students will learn how to design a plot plan for a residential landscape using a computer design system. Laboratory fee. (2 Lec., 6 Lab.)

### **HORT 7371 Cooperative Work Experience (3)**

(Former course prefix/number HLN 703)

Prerequisites: Completion of two courses in the Horticulture Technology program or instructor approval. This course combines work experience with academic study. The student, employer, and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. The seminars consist of 15 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job related problem solving, interpersonal communication skills, and other topics as needed for success in the horticulture industry. (1 Lec., 15 Lab.)

### **HORT 7372 Cooperative Work Experience (3)**

(Former course prefix/number HLN 713)

Prerequisite: Completion of two courses in the Horticulture Technology program or instructor approval. This course combines work experience with academic study. The student should be gaining experience at a management or supervisory level position. The student, employer, and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Each student must complete three learning objectives and work a minimum of 15 hours per week for a total of three credit hours. The seminar consists of 15 hours of group and individual learning experiences related to such topics as development of management and supervisory skills, conducting interviews, negotiating business deals, and evaluating work performance of employees. (1 Lec., 15 Lab.)

## **HUMAN DEVELOPMENT**

### **HDEV 0092 Student Success (3)**

(Former course prefix/number HD 092)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201995140)

### **HDEV 0100 Educational Alternatives (1)**

(Former course prefix/number HD 100)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)  
(Coordinating Board Academic Approval Number 3201995140)

### **HDEV 1370 Educational And Career Planning (3)**

(Former course prefix/number HD 104)

This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

### **HDEV 1372 Cognitive Processes: The Master Student Course (3)**

(Former course prefix/number HD 108)

This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

### **HDEV 2315 Principles And Processes Of Personal And Social Adjustment (3)**

(Former course prefix/number HD 112. Common course number is PSYC 2315)

This course is a presentation of the ways in which the psychological principles of human behavior apply to personal and social adjustment. The course content is designed as an intensive theoretical and experiential study of interpersonal and socio-cultural relationships and an exploration of the behavioral patterns that promote effective adjustment. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015640)

## **HUMANITIES**

### **HUMA 1301 Introduction To The Humanities (3)**

(This is a common course number. Former course prefix/number HUM 101)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

### **HUMA 1302 Advanced Humanities (3)**

(This is a common course number. Former course prefix/number HUM 102)

Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

## **INTERNATIONAL BUSINESS AND TRADE**

*All course descriptions in International Business and Trade will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/cd.htm>] or from an academic advisor beginning June 1, 1999.*

## **JAPANESE**

### **JAPN 1311 Beginning Japanese (3)**

(This is a common course number.)

This course is an introduction to Japanese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Japanese for more than one semester enroll in Japanese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Japanese 1311 and wish to continue their studies of Japanese may register for Japanese 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1603025131)

### **JAPN 1411 Beginning Japanese (4)**

(This is a common course number. Former course prefix/number JPN 101)

This course focuses on basic conversation, reading, and writing. Students will also be introduced to Japanese culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025131)

### **JAPN 1412 Beginning Japanese (4)**

(This is a common course number. Former course prefix/number JPN 102)

Prerequisite: Japanese 1411 or the equivalent. This course is a continuation of Japanese 1411. Conversation, reading, and writing are continued. Students will continue study of Japanese culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025131)

### **JAPN 2311 Intermediate Japanese (3)**

(This is a common course number. Former course prefix/number JPN 201)

Prerequisite: Japanese 1411 and Japanese 1412 or the equivalent. Reading, writing, and intense oral practice are covered. Japanese language structures, vocabulary and the phonetic system are reviewed. The study of culture and institutions is continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1603025231)

### **JAPN 2312 Intermediate Japanese (3)**

(This is a common course number. Former course prefix/number JPN 202)

Prerequisite: Japanese 2311 or the equivalent. This course is a continuation of Japanese 2311. Reading, writing, and intense oral practice are continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1603025231)

# JOURNALISM

NOTE: These courses will carry a Dallas County Community College prefix of "JOUR"; however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

## **JOUR 1129 Student Publications (1)**

(Former course prefix/number JN 106. The common course number is COMM 1129)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2132. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

## **JOUR 1307 Introduction To Mass Communications (3)**

(Former course prefix/number JN 101. The common course number is COMM 1307)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035126)

## **JOUR 1335 Survey Of Broadcasting (3)**

(Former course prefix/number JN 203. The common course number is COMM 1335)

This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

## **JOUR 2129 Student Publications (1)**

(Former course prefix/number JN 104. The common course number is COMM 2129)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Student are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

## **JOUR 2130 Student Publications (1)**

(Former course prefix/number JN 105. The common course number is COMM 2130)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2131. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

## **JOUR 2309 News Editing And Copy Reading (3)**

(Former course prefix/number JN 204. The common course number is COMM 2309)

Prerequisite: Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)

(Coordinating Board Academic Approval Number 0904015326)

## **JOUR 2311 News Gathering And Writing (3)**

(Former course prefix/number JN 102. The common course number is COMM 2311)

Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015726)

## **JOUR 2315 News Gathering And Writing II (3)**

(Former course prefix/number JN 103. The common course number is COMM 2315)

Prerequisite: Journalism 2311 or professional experience approved by the instructor. This course is a continuation of Journalism 2311. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015826)

## **JOUR 2327 Principles Of Advertising (3)**

(Former course prefix/number JN 202. The common course number is COMM 2327)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(Coordinating Board Academic Approval Number 0902015126)

## LIBRARY SKILLS

### **LIBR 1370 College Library Research Methods and Materials (3)**

(Former course prefix/number LS 102)

This course is a survey of college research methodologies and materials with emphasis on search strategies appropriate for college-level research in the undergraduate disciplines, the structure and assessment of information sources within society, and the organization of academic libraries. Attention will also be given to the formal presentation of research results, including models of academic writing, bibliographic preparation and documentation standards. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

## MANAGEMENT

*All course descriptions in Management will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/cd.htm\]](http://www.dcccd.edu/admiss/cd.htm) or from an academic advisor beginning June 1, 1999.*

## MARKETING CAREERS

*All course descriptions in Marketing Careers will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [\[http://www.dcccd.edu/admiss/cd.htm\]](http://www.dcccd.edu/admiss/cd.htm) or from an academic advisor beginning June 1, 1999.*

## MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

*MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

### **MATH 1314 College Algebra (3)**

(This is a common course number. Former course prefix/number MTH 101)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015437)

### **MATH 1316 Plane Trigonometry (3)**

(This is a common course number. Former course prefix/number MTH 102)

Prerequisite: Mathematics 1314 or Mathematics 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

### **MATH 1324 Mathematics For Business And Economics I (3)**

(This is a common course number. Former course prefix/number MTH 111)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

### **MATH 1325 Mathematics For Business And Economics II (3)**

(This is a common course number. Former course prefix/number MTH 112)

Prerequisite: Mathematics 1324. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

**MATH 1332 College Mathematics I (3)**

(This is a common course number. Former course prefix/number MTH 115)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1333 College Mathematics II (3)**

(This is a common course number. Former course prefix/number MTH 116)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)**

(This is a common course number. Former course prefix/number MTH 117)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1342 Introductory Statistics (3)**

(This is a common course number. Former course prefix/number MTH 202)

Prerequisite: Two years of high school algebra and an appropriate test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015137)

**MATH 1371 Business Mathematics (3)**

(Former course prefix/number MTH 130)

Prerequisites: An appropriate assessment test score. This course is a study of quantitative concepts in solving problems in various business areas. Topics include: simple and compound interest, present and future value of an annuity, amortization, sinking funds, bank discounts, payrolls, taxes, insurance, mark up, mark down, depreciation, purchase discounts, corporate and government securities, and other problems of elementary mathematical applications to business finance. (3 Lec.)

**MATH 1374 Technical Mathematics I (3)**

(Former course prefix/number MTH 195)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091 or equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

**MATH 1375 Technical Mathematics II (3)**

(Former course prefix/number MTH 196)

Prerequisite: Mathematics 1374. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

*MATH 1414 is a 4 credit hour lecture and laboratory course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.*

**MATH 1414 College Algebra (4)**

(Former course prefix/number MTH 103)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015437.)

**MATH 2305 Discrete Mathematics (3)**

(This is a common course number. Former course prefix/number MTH 215)

Prerequisites: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015137)

**MATH 2315 Calculus III (3)**

(This is a common course number. Former course prefix/number MTH 226)

Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MATH 2318 Linear Algebra (3)**

(This is a common course number. Former course prefix/number MTH 221)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

**MATH 2320 Differential Equations (3)**

(This is a common course number. Former course prefix/number MTH 230)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015137)

**MATH 2370 Technical Mathematics III (3)**

(Former course prefix/number MTH 297)

Prerequisite: Mathematics 1375. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

**MATH 2412 Precalculus Mathematics (4)**

(This is a common course number. Former course prefix/number MTH 109)

Prerequisites: An appropriate assessment test score and either high school pre-AP precalculus or trigonometry, or Mathematics 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015837)

**MATH 2414 Calculus II (4)**

(This is a common course number. Former course prefix/number MTH 225)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MATH 2513 Calculus I (5)**

(This is a common course number. Former course prefix/number MTH 124)

Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

## MILITARY SCIENCE

(Offered in cooperation with the University of Texas at Arlington. Registration for these courses is through Mountain View College.)

**MILS 1180 Leadership Laboratory (1)**

(Former course prefix/number MIL 102)

A practical laboratory of applied leadership and skills. Student-planned, -organized and -conducted training, oriented toward leadership development. Laboratory topics include marksmanship, small unit tactics, multi-tiered programs focused on individual skill levels. Uniform and equipment provided, no fee. May be repeated for credit. (3 Lab.)

**MILS 1241 Introduction to ROTC and the Army (2)**

(Former course prefix/number MIL 100)

The military organization with emphasis on tradition, doctrine, and contribution to national objectives. Consideration of techniques to improve study habits and time management. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

**MILS 1242 Introduction to Leadership (2)**

(Former course prefix/number MIL 101)

Introduction to the concept of officership as a profession. Questions of war, morality, ethics, values, and leadership. Consideration of study and time management techniques useful in becoming a master student. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

**MILS 2241 Military Topography (2)**

(Former course prefix/number MIL 200)

The leader's interpretation and use of topographical maps to facilitate land navigation. Consideration of the military significance of terrain. Emphasizes practical land navigation, map reading, terrain analysis, and leadership skills. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

**MILS 2248 Evolution of Contemporary Military Strategy (2)**

(Former course prefix/number MIL 202)

A review of contemporary military conflicts. Selected battles from World War II, Korea, Vietnam, and the Yom Kippur War are examined for impact upon current U.S. military doctrine, strategy, and weapons systems. All military science students must enroll or participate in MILS 1180 concurrently with this course unless exception is given by the PMS. (2 Lec.)

**MILS 2291 Conference Course (2)**

(Former course prefix/number MIL 203)

Prerequisite: permission of the PMS. Independent study. Designed to supplement the military science curricula by a student's concentrated study in a narrower field of military skill or subject matter. May be repeated for credit. Does not count for PE credit. (2 Lec.)

**MILS 2351 Self/Team Development (3)**

(Former course prefix/number MIL 204)

Introduction to planning, organizing, and leading small unit offensive and defensive operations. Consideration of the principles of leadership, the principles of war, the decision-making process, and military correspondence. Concurrent enrollment in MILS 1180 mandatory. (3 Lec.)

**MILS 2352 Individual/Team Military Tactics (3)**

(Former course prefix/number MIL 205)

Introduction to individual and team aspects of military tactics in small unit operations. Includes use of radio communications, making safety assessments, movement techniques, planning for team safety/security, and pre-execution checks. Concurrent enrollment in Military Science 1180 mandatory, plus optional participation in physical fitness and a weekend exercise. (3 Lec.)

## MULTIMEDIA TECHNOLOGY

**MULT 1170 Contemporary Topics in Multimedia (1)**

(Former course prefix/number MUL 114)

Course will focus on current topics in the multimedia industry. May be repeated for credit. (1 Lec.)

**MULT 1370 Introduction to Multimedia in a Cross-Platform Environment (3)**

(Former course prefix/number MUL 100)

In this course, students will learn the Macintosh and Windows operating environments. They will also be introduced to the issues involved in developing creative, cross-platform multimedia projects. Activities will include incorporating sound, video, graphics and animation in the development of client-focused multimedia presentations. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1371 Video and Audio Techniques (3)**

(Former course prefix/number MUL 101)

Corequisite: Multimedia Technology 1370. This course is a study of current trends in digital video and digital audio production. Topics will include audio and video capture from numerous sources including camcorders, VCR and laser disk players. Students will also learn audio and video digital editing techniques, applying filters and special effects in multimedia projects designed for corporate, educational or personal use. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1372 Multimedia Project Management (3)**

(Former course prefix/number MUL 102)

Corequisite: Multimedia Technology 1370. This course is designed to teach students techniques and practices of software project management. Topics will include team dynamics, project budgeting, and reporting and tracking procedures. These concepts will also be applied to software configuration, identifying strategies for organization and version control throughout the software life cycle. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1373 Multimedia Authoring I (3)**

(Former course prefix/number MUL 103)

Corequisite: Multimedia Technology 1370. In this class, students will continue developing the skills to produce multimedia products for training and communications. Topics will include interactivity, branching, navigation and interface/information design. Students will be introduced to the major Macintosh and Windows authoring packages for information delivery and training. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1374 Multimedia Authoring II (3)**

(Former course prefix/number MUL 104)

Prerequisite: Multimedia Technology 1373. The focus of this course is on the development of programming/scripting skills using a cross-platform authoring system. Students will develop prototypes of multimedia information or training systems to be run on the Macintosh and PC platforms. Student work will become a part of their digital portfolio. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1375 Computer Illustration (3)**

(Former course prefix/number MUL 105)

Prerequisites: Photography 2325 or Multimedia Technology 1383. This course is a study of current trends in computer graphic design and illustration. Students will develop skills needed in client/illustrator communications while developing proficiency in typography and the production of vector images. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1377 Internet Communications Design (3)**

(Former course prefix/number MUL 107)

Prerequisite: Multimedia Technology 1370. This course will give students an overview of personal, educational and commercial uses of the World Wide Web. Students will develop proficiency at designing creative information delivery systems for PC and Macintosh platforms. Special emphasis will be placed on incorporating multimedia elements to develop dynamic Web sites. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1378 Advanced Internet Communications (3)**

(Former course prefix/number MUL 108)

Prerequisite: Multimedia Technology 1377. This course teaches students to install and maintain a web server. In addition to learning advanced HTML, students will learn to use CGI gateway programming to connect servers to common educational and corporate data sources. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1379 Multimedia Project Design (3)**

(Former course prefix/number MUL 109)

Prerequisite: Completion of the multimedia core courses and specialization courses. This course will teach students to approach multimedia development through processes of analysis and design. Students will develop functional requirements which lead to the production and implementation of a multimedia product for clients in various settings. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1380 Multimedia Portfolio (3)**

(Former course prefix/number MUL 110)

Prerequisite: Completion of Level I Multimedia Certificate. Students will work in an advanced directed study developing multimedia projects for corporate or educational client use. Student projects will be reviewed by an interdisciplinary faculty panel. Additional topics in this course will include professional organizations, presentation skills and job-seeking techniques. Laboratory fee. (1 Lec., 4 Lab.)

**MULT 1381 Special Topics (3)**

(Former course prefix/number MUL 111)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. In this course, current developments in the rapidly changing field of multimedia technology are studied. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1382 2D Animation I (3)**

(Former course prefix/number MUL 112)

Corequisite: Multimedia Technology 1370. Use of animation software to introduce the development of multimedia storyboards and two-dimensional animations with soundtracks. Students will create, import and sequence media elements to create multimedia presentations. Emphasis on conceptualization, creativity and visual aesthetics. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 1383 Digital Imaging for Multimedia (3)**

(Former course prefix/number MUL 113)

Corequisite: Multimedia Technology 1370. Use of imaging software to familiarize students with computerized image enhancement and manipulation. Topics include scanning images, creation of original digital artwork, and combing, retouching and coloring photographs. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 2270 Contemporary Topics in Multimedia (2)**

(Former course prefix/number MUL 205)

Course will focus on current topics in the multimedia industry. May be repeated for credit. Laboratory fee. (1 Lec., 2 Lab.)

**MULT 2370 2D Animation II (3)**

(Former course prefix/number MUL 200)

Prerequisite: Multimedia Technology 1382. Students will do advanced cross-platform work in two-dimensional computer animation using a scripting language. Multimedia projects will include the concepts of title design, hypertext, interactivity and computer gaming. In this class, students will begin to develop prototypes for a CD-ROM portfolio. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 2371 3D Graphics (3)**

(Former course prefix/number MUL 201)

Prerequisite: Multimedia Technology 1370. Course focuses on the development of three-dimensional images and animations with soundtrack for artistic visualization, advertising, and interactive multimedia. Topics include modeling, texture and environmental mapping, wire-frame animation, shading and rendering. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 2372 Advanced Internet Seminar (3)**

(Former course prefix/number MUL 202)

Prerequisite: Multimedia Technology 1378. Advanced seminar in web server design and maintenance. Topics include scripting, web site planning, testing security, production and marketing. Topics may vary depending on developments in the field of Internet Communications. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 2373 Advanced Authoring Seminar (3)**

(Former course prefix/number MUL 203)

Prerequisite: Multimedia Technology 1374 and Multimedia Technology 2370. Advanced seminar in cross-platform multimedia authoring. In-depth focus on the development of custom scripts for data-tracking in the leading authoring tools. Topics may vary depending on developments in the field of multimedia authoring. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 2374 Advanced Digital Imaging Seminar (3)**

(Former course prefix/number MUL 204)

Prerequisite: Multimedia Technology 1383 or Photography 2325. Students will master more progressive creative possibilities in image manipulation. Topics include advanced compositing techniques, channel operations, third-party filters, color correction, output options, and the creation of a digital imaging portfolio. Topics may vary depending on developments in the field of digital imaging. Laboratory fee. (2 Lec., 4 Lab.)

**MULT 2375 Multimedia Production Team (3)**

(Former course prefix/number MUL 206)

Prerequisite: Completion of Level I Certificate. In this course students work on campus in an industry-modeled production team to create prototypes and fully integrated multimedia projects. Students will apply academic studies to this production team to further develop individual competencies. Laboratory fee. (1 Lec., 8 Lab.)

**MULT 7371 Cooperative Work****Experience/Multimedia Production Team (3)**

(Former course prefix/number MUL 703)

Prerequisite: Completion of Level I Multimedia Certificate. In this course, the students work either in a field-related, entry-level multimedia cooperative work experience or on campus in an industry-modeled production team to create prototypes and fully integrated multimedia projects. (1 Lec., 15 Lab.)

## MUSIC

**(Music [MUSI] and Applied Music [MUAP])****MUSI 1116 Musicianship I (1)**

(This is a common course number. Former course prefix/number MUS 161)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009045630)

**MUSI 1117 Musicianship II (1)**

(This is a common course number. Former course prefix/number MUS 162)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009045630)

**MUSI 1123 Orchestra (1)**

(This is a common course number. Former course prefix/number MUS 170)

Prerequisite: Demonstrated competence approved by the instructor. Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009035530)

**MUSI 1125 Jazz Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 184)

Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009035530)

**MUSI 1132 Keyboard Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 174)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1133 Woodwind Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 171)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1134 Brass Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 172)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1137 Guitar Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 103)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1138 Percussion Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 173)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1139 String Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 175)

Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1140 Symphonic Wind Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 176)

Prerequisite: Demonstrated competence approved by the instructor. In the symphonic wind ensemble, students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1143 Vocal Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 155)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

**MUSI 1151 Chamber Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 177)

Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

**MUSI 1152 Madrigal Singers (1)**

(This is a common course number. Former course prefix/number MUS 156)

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

**MUSI 1160 Italian Diction (1)**

(This is a common course number. Former course prefix/number MUS 105)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 1161 English Diction (1)**

(This is a common course number. Former course prefix/number MUS 108)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 1181 Piano Class I (1)**

(This is a common course number. Former course prefix/number MUS 117)

This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1182 Piano Class II (1)**

(This is a common course number. Former course prefix/number MUS 118)

Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1183 Voice Class I (1)**

(This is a common course number. Former course prefix/number MUS 151)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1184 Voice Class II (1)**

(This is a common course number. Former course prefix/number MUS 152)

This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1192 Guitar Class I (1)**

(This is a common course number. Former course prefix/number MUS 119)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1193 Guitar Class II (1)**

(This is a common course number. Former course prefix/number MUS 120)

Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1237 Band (1)**

(This is a common course number. Former course prefix/number MUS 160)

Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1263 Jazz Improvisation (2)**

(This is a common course number. Former course prefix/number MUS 115)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5009036530)

**MUSI 1300 Foundations Of Music I (3)**

(This is a common course number. Former course prefix/number MUS 113)

This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1304 Foundations Of Music II (3)**

(This is a common course number. Former course prefix/number MUS 114)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1306 Music Appreciation (3)**

(This is a common course number. Former course prefix/number MUS 104)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025130)

**MUSI 1308 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 110)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1309 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 111)

This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1310 History Of Jazz/Rock Music (3)**

(This is a common course number. Former course prefix/number MUS 166)

The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025330)

**MUSI 1311 Music Theory I (3)**

(This is a common course number. Former course prefix/number MUS 145)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

**MUSI 1312 Music Theory II (3)**

(This is a common course number. Former course prefix/number MUS 146)

Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

**MUSI 1370 Guitar Literature And Materials (3)**

(Former course prefix/number MUS 112)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1372 Digital Music Production (3)**

(Former course prefix/number MUS 153)

Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009035630.)

**MUSI 1373 Digital Music Production (3)**

(Former course prefix/number MUS 154)

Prerequisite: Successful completion of Music 1372 or demonstrated competence approved by the instructor. This course is a continuation of Music 1372 and will present advanced concepts in music production. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009045130.)

**MUSI 1386 Composition (3)**

(This is a common course number. Former course prefix/number MUS 203)

Prerequisites: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045330)

**MUSI 2116 Musicianship III (1)**

(This is a common course number. Former course prefix/number MUS 271)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2118 Musicianship IV (1)**

(This is a common course number. Former course prefix/number MUS 272)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2143 Chorus (1)**

(This is a common course number. Former course prefix/number MUS 150)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

**MUSI 2160 German Diction (1)**

(This is a common course number. Former course prefix/number MUS 107)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 2161 French Diction (1)**

(This is a common course number. Former course prefix/number MUS 106)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 2181 Piano Class III (1)**

(This is a common course number. Former course prefix/number MUS 217)

Prerequisite: Music 1181 and 1182 or demonstrated competence approved by the instructor. This course is a continuation of functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 2182 Piano Class IV (1)**

(This is a common course number. Former course prefix/number MUS 218)

Prerequisite: Music 2181 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 2181 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 2192 Guitar Pedagogy (1)**

(This is a common course number. Former course prefix/number MUS 205)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 2311 Music Theory III (3)**

(This is a common course number. Former course prefix/number MUS 245)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 2312 Music Theory IV (3)**

(This is a common course number. Former course prefix/number MUS 246)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 9175 Recital (1)**

(Former course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

**MUSI 9176 Recital (1)**

(Former course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

**MUAP 1101-1181 Applied Music-Minor (1)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 1101 Applied Music-Violin (1)**

(This is a common course number. Former course prefix/number MUS 124)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1105 Applied Music-Viola (1)**

(This is a common course number. Former course prefix/number MUS 125)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1109 Applied Music-Cello (1)**

(This is a common course number. Former course prefix/number MUS 126)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1113 Applied Music-Double Bass (1)**

(This is a common course number. Former course prefix/number MUS 127)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1115 Applied Music-Electric Bass (1)**

(This is a common course number. Former course prefix/number MUS 141)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1117 Applied Music-Flute (1)**

(This is a common course number. Former course prefix/number MUS 128)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1121 Applied Music-Oboe (1)**

(This is a common course number. Former course prefix/number MUS 129)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1125 Applied Music-Bassoon (1)**

(This is a common course number. Former course prefix/number MUS 131)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1129 Applied Music-Clarinet (1)**

(This is a common course number. Former course prefix/number MUS 130)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1133 Applied Music-Saxophone (1)**

(This is a common course number. Former course prefix/number MUS 132)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1137 Applied Music-Trumpet (1)**

(This is a common course number. Former course prefix/number MUS 133)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1141 Applied Music-French Horn (1)**

(This is a common course number. Former course prefix/number MUS 134)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1145 Applied Music-Trombone (1)**

(This is a common course number. Former course prefix/number MUS 135)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1149 Applied Music-Baritone (1)**

(This is a common course number. Former course prefix/number MUS 136)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1153 Applied Music-Tuba (1)**

(This is a common course number. Former course prefix/number MUS 137)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1157 Applied Music-Percussion (1)**

(This is a common course number. Former course prefix/number MUS 138)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1158 Applied Music-Drum Set (1)**

(This is a common course number. Former course prefix/number MUS 143)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1161 Applied Music-Guitar (1)**

(This is a common course number. Former course prefix/number MUS 140)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1165 Applied Music-Organ (1)**

(This is a common course number. Former course prefix/number MUS 122)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1169 Applied Music-Piano (1)**

(This is a common course number. Former course prefix/number MUS 121)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1177 Applied Music-Harp (1)**

(This is a common course number. Former course prefix/number MUS 139)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1181 Applied Music-Voice (1)**

(This is a common course number. Former course prefix/number MUS 123)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2201-2281 Applied Music-Concentration (2)**

This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 2201 Applied Music-Violin (2)**

(This is a common course number. Former course prefix/number MUS 224)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2205 Applied Music-Viola (2)**

(This is a common course number. Former course prefix/number MUS 225)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2209 Applied Music-Cello (2)**

(This is a common course number. Former course prefix/number MUS 226)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2213 Applied Music-Double Bass (2)**

(This is a common course number. Former course prefix/number MUS 227)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2215 Applied Music-Electric Bass (2)**

(This is a common course number. Former course prefix/number MUS 241)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2217 Applied Music-Flute (2)**

(This is a common course number. Former course prefix/number MUS 228)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2221 Applied Music-Oboe (2)**

(This is a common course number. Former course prefix/number MUS 229)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2225 Applied Music-Bassoon (2)**

(This is a common course number. Former course prefix/number MUS 231)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2229 Applied Music-Clarinet (2)**

(This is a common course number. Former course prefix/number MUS 230)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2233 Applied Music-Saxophone (2)**

(This is a common course number. Former course prefix/number MUS 232)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2237 Applied Music-Trumpet (2)**

(This is a common course number. Former course prefix/number MUS 233)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2241 Applied Music-French Horn (2)**  
(This is a common course number. Former course prefix/number MUS 234)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2245 Applied Music-Trombone (2)**  
(This is a common course number. Former course prefix/number MUS 235)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2249 Applied Music-Baritone (2)**  
(This is a common course number. Former course prefix/number MUS 236)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2253 Applied Music-Tuba (2)**  
(This is a common course number. Former course prefix/number MUS 237)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2257 Applied Music-Percussion (2)**  
(This is a common course number. Former course prefix/number MUS 238)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2258 Applied Music-Drum Set (2)**  
(This is a common course number. Former course prefix/number MUS 243)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2261 Applied Music-Guitar (2)**  
(This is a common course number. Former course prefix/number MUS 240)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2265 Applied Music-Organ (2)**  
(This is a common course number. Former course prefix/number MUS 222)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2269 Applied Music-Piano (2)**  
(This is a common course number. Former course prefix/number MUS 221)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2277 Applied Music-Harp (2)**  
(This is a common course number. Former course prefix/number MUS 239)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2281 Applied Music-Voice (2)**  
(This is a common course number. Former course prefix/number MUS 223)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2301-2381 Applied Music-Major (3)**  
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. This course may be repeated for credit. Laboratory fee. (1 Lec.)

**MUAP 2301 Applied Music-Violin (3)**  
(This is a common course number. Former course prefix/number MUS 254)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2305 Applied Music-Viola (3)**  
(This is a common course number. Former course prefix/number MUS 255)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2309 Applied Music-Cello (3)**  
(This is a common course number. Former course prefix/number MUS 256)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2313 Applied Music-Double Bass (3)**  
(This is a common course number. Former course prefix/number MUS 257)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2317 Applied Music-Flute (3)**  
(This is a common course number. Former course prefix/number MUS 258)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2321 Applied Music-Oboe (3)**  
(This is a common course number. Former course prefix/number MUS 259)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2325 Applied Music-Bassoon (3)**  
(This is a common course number. Former course prefix/number MUS 261)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2329 Applied Music-Clarinet (3)**  
(This is a common course number. Former course prefix/number MUS 260)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2333 Applied Music-Saxophone (3)**  
(This is a common course number. Former course prefix/number MUS 262)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2337 Applied Music-Trumpet (3)**  
(This is a common course number. Former course prefix/number MUS 263)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2341 Applied Music-French Horn (3)**  
(This is a common course number. Former course prefix/number MUS 264)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2345 Applied Music-Trombone (3)**  
(This is a common course number. Former course prefix/number MUS 265)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2349 Applied Music-Baritone (3)**  
(This is a common course number. Former course prefix/number MUS 266)  
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2353 Applied Music-Tuba (3)**

(This is a common course number. Former course prefix/number MUS 267)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2357 Applied Music-Percussion (3)**

(This is a common course number. Former course prefix/number MUS 268)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2361 Applied Music-Guitar (3)**

(This is a common course number. Former course prefix/number MUS 270)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2365 Applied Music-Organ (3)**

(This is a common course number. Former course prefix/number MUS 252)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2369 Applied Music-Piano (3)**

(This is a common course number. Former course prefix/number MUS 251)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2377 Applied Music-Harp (3)**

(This is a common course number. Former course prefix/number MUS 269)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2381 Applied Music-Voice (3)**

(This is a common course number. Former course prefix/number MUS 253)

(Coordinating Board Academic Approval Number 5009035430)

## NUTRITION

**NUTR 1322 Principles of Nutrition (3)**

(Former course prefix/number NTR 101. Common Course Number is HECO 1322)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)

(Coordinating Board Academic Approval Number 1905025133)

## OFFICE TECHNOLOGY

**OFCT 1170 Contemporary Topics In Office Technology (1)**

(Former course prefix/number OFC 143)

Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office technology fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

**OFCT 1171 Keyboarding (1)**

(Former course prefix/number OFC 176)

This course is for students with no previous training in typing. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1172 Introduction To Word Processing (1)**

(Former course prefix/number OFC 182)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different software. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1173 Keyboarding For Speed And Accuracy (1)**

(Former course prefix/number OFC 183)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Keyboarding or Advanced Keyboarding Applications. May be repeated for credit. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1175 Office Machines I (1)**

(Former course prefix/number OFC 192)

Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

**OFCT 1270 Contemporary Topics In Office Technology (2)**

(Former course prefix/number OFC 144)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (2 Lec.)

**OFCT 1271 Office Information Systems Concepts (2)**

(Former course prefix/number OFC 179)

Prerequisite: Office Technology 1375. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a word processor or microcomputer. (2 Lec.)

**OFCT 1370 Contemporary Topics In Office Technology (3)**

(Former course prefix/number OFC 145)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (3 Lec.)

**OFCT 1371 Automated Filing Procedures (3)**

(Former course prefix/number OFC 150)

Prerequisite: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

**OFCT 1372 Office Calculating Machines (3)**

(Former course prefix/number OFC 160)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

**OFCT 1373 Office Procedures (3)**

(Former course prefix/number OFC 162)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

**OFCT 1374 Legal Terminology And Transcription (3)**

(Former course prefix/number OFC 167)

Prerequisites: Office Technology 1376 and Office Technology 1378 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

**OFCT 1375 Beginning Keyboarding (3)**

(Former course prefix/number OFC 172)

This course is for students with no previous training in computer keyboarding. Fundamental techniques are developed. The skills of producing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1376 Intermediate Keyboarding (3)**

(Former course prefix/number OFC 173)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. Keyboarding techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in producing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1377 Office Systems and Applications (3)**

(Former course prefix/number OFC 101)

Prerequisite: Concurrent enrollment in Office Technology 1375 or demonstrated competence. This course introduces the principles and concepts of office information systems as they relate to today's office worker. Basic concepts and terminology that include the topics of ergonomics, operating systems, hardware, business software, and electronics communications will be presented. Hands-on introduction to application software for business and personal use will also be included. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1378 Text Processing Transcription (3)**

(Former course prefix/number OFC 102)

Prerequisite: Office Technology 1376 or demonstrated competence. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, proofreading, and spelling skills required in text processing applications. Accuracy and speed are developed to a proficient level. Composition and dictation of business communications are included. Computers and audio transcription machines are used for lab requirement. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1379 Word Processing I (3)**

(Former course prefix/number OFC 105)

Prerequisite: Office Technology 1375 or demonstrated competence. This introductory course develops word processing skills to a proficient level necessary for employment in an office environment or for personal use. Emphasis is on creating, editing, formatting, and printing documents. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1380 Business Software Applications I (3)**

(Former course prefix/number OFC 112)

This beginning-level course emphasizes the basic functions of spreadsheet, database, graphics, or communication software required for office employment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2170 Word Processing Applications (1)**

(Former course prefix/number OFC 282)

This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 2171 Specialized Software I (1)**

(Former course prefix/number OFC 283)

Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, graphics, math functions, spreadsheets, databases, desktop publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 2172 Specialized Software II (1)**

(Former course prefix/number OFC 284)

Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desktop publishing. This course may be repeated for credit using different emphasis/equipment. (1 Lec., 1 Lab.)

**OFCT 2270 Advanced Keyboarding Applications (2)**

(Former course prefix/number OFC 273)

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of keyboarding techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

**OFCT 2370 Business Communications (3)**

(Former course prefix/number OFC 231)

Prerequisites: Office Technology 1375 and English 1301 or demonstrated competence approved by the instructor. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence, proposals, and reports is made. (3 Lec.)

**OFCT 2371 Legal Secretarial Procedures (3)**

(Former course prefix/number OFC 274)

Prerequisite: Completion of, or concurrent enrollment in, Office Technology 1374, or demonstrated competence approved by the instructor. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

**OFCT 2372 Word Processing II (3)**

(Former course prefix/number OFC 205)

This course is designed to develop advanced features to a proficient level of a comprehensive word processing program. Applications and desktop publishing projects requiring critical thinking and decision making as expected in the office environment will be included. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2373 Business Software Applications II (3)**

(Former course prefix/number OFC 212)

This intermediate-level course expands the usefulness and functions of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Applications require critical thinking and decision making. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2374 Business Software Applications III (3)**

(Former course prefix/number OFC 222)

This course covers advanced applications of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Critical thinking and decision-making skills are required in creating, formatting, editing, and printing documents for the business environment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2375 Medical Office Procedures (3)**

(Former course prefix/number OFC 223)

Prerequisite: Associate Degree in Office Technology, Health Information Management 2470 or concurrent enrollment, or demonstrated competence approved by the instructor. This course will incorporate those administrative office skills and competencies needed to support the management and administration of a medical office setting. Topics include medical filing, patient billing, insurance claims, correspondence, scheduling and maintaining appointments and lab services for patients, hospital admissions, surgical and outpatient procedures, doctor's schedules. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2376 Medical Transcription (3)**

(Former course prefix/number OFC 224)

Prerequisite: Associate Degree in Office Technology, Health Information Management 2470 or concurrent enrollment, or demonstrated competence approved by the instructor. This course will incorporate the techniques and skills required to transcribe recorded medical information into mailable documents. Emphasis is placed on grammar, punctuation, medical terminology, proofreading, and spelling required in medical text processing applications. Computers and audio transcription machines are used for lab requirements. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 7371 Cooperative Work Experience (3)**

(Former course prefix/number OFC 703)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

**OFCT 7372 Cooperative Work Experience (3)**

(Former course prefix/number OFC 713)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

**OFCT 7471 Cooperative Work Experience (4)**

(Former course prefix/number OFC 704)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

**OFCT 7472 Cooperative Work Experience (4)**

(Former course prefix/number OFC 714)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

**OFCT 8381 Cooperative Work Experience (3)**

(Former course prefix/number OFC 803)

This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

**OFCT 8481 Cooperative Work Experience (4)**

(Former course prefix/number OFC 804)

This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 20 Lab.)

## PHILOSOPHY

### PHIL 1301 Introduction To Philosophy (3)

(This is a common course number. Former course prefix/number PHI 101)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015135)

### PHIL 1370 Critical Thinking (3)

(Former course prefix/number PHI 103)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

### PHIL 2303 Logic (3)

(This is a common course number. Former course prefix/number PHI 105)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

### PHIL 2306 Ethics (3)

(This is a common course number. Former course prefix/number PHI 203)

This course surveys the history, theories and issues of moral reasoning and behavior. Practical applications will also be made. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015335)

### PHIL 2307 Introduction To Social And Political Philosophy (3)

(This is a common course number. Former course prefix/number PHI 202)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

### PHIL 2316 History Of Ancient Philosophy (3)

(This is a common course number. Former course prefix/number PHI 207)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

### PHIL 2317 History Of Modern Philosophy (3)

(This is a common course number. Former course prefix/number PHI 208)

The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

## PHOTOGRAPHY

NOTE: These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

### PHOT 1316 Introduction To Photography And Photojournalism (3)

(Former course prefix/number, PHO 110. Common Course Number is COMM 1316)

Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

### PHOT 1317 Advanced Photography And Photojournalism (3)

(Former course prefix/number PHO 111. Common Course Number is COMM 1317)

Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

### PHOT 1370 Special Photographic Topics and Problems (Non-Lab Related) (3)

(Former course prefix/number PHO 115)

This course of study addresses special photographic topics or problems which do not require lab instruction or use of lab facilities. Topics may include special interest areas such as: history of photography, photographic criticism, history of film making, looking at photographic collections, and color slide photography. The course will be narrow in scope to provide for in-depth study of the particular topics and may employ field trips and visiting instructors with specialized expertise. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5006055230)

**PHOT 2324 Introduction to Multimedia (3)**

(Former course prefix/number PHO 212. Common Course Number is COMM 2324)

Prerequisites: Photography 1316 or Art 1370, Photography 2325. This course will provide students with an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Students will experience the areas of digital sound reproduction, the creation of computer animation, converting video into digital images, and digital editing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2325 Introduction to Digital Imaging (3)**

(Former course prefix/number PHO 124. Common Course Number is COMM 2325)

Prerequisite: Photography 1316 or Art 1370 is recommended for this course. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2326 Advanced Digital Imaging (3)**

(Former course prefix/number PHO 125. Common Course Number is COMM 2326)

Prerequisites: Photography 2325 is required. In addition, Photography 1316 or Art 1370 is recommended. This course will explore in greater depth the applications covered in the Introduction to Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2356 Commercial Photography I (3)**

(Former course prefix/number PHO 122. Common Course Number is ARTS 2356)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055130)

**PHOT 2357 Commercial Photography II (3)**

(Former course prefix/number PHO 123. Common Course Number is ARTS 2357)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is a continuation of Photography 2356. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

**PHOT 2370 Photography For Publications (3)**

(Former course prefix/number PHO 207)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee. (2 Lec., 4 Lab.)

**PHOT 2371 Advanced Multimedia (3)**

(Former course prefix/number PHO 213)

Prerequisites: Photography 1316 or Art 1370, Photography 2325, and Photography 2324. This course offers students a continued refinement of multimedia techniques to create interactive animation presentations. Students will gain competency of powerful software applications in order to design, create, and building programming sequences. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2375 Special Photographic Topics And Problems (3)**

(Former course prefix/number PHO 215)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course of study addresses special photographic topics or problems that may result from technological advances and particular student and/or instructor interests and/or expertise. Topics may include special interest areas such as architectural, landscape, wedding, environmental portraiture and audio-visual slide-with-sound productions. The course will be narrow in scope to provide for in-depth study of the particular topic and may employ visiting instructors with specialized expertise. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

## PHYSICAL EDUCATION

### **PHED 1100 Beginning Lifetime Sports Activities (1)**

(This is a common course number. Former course prefix/number PEH 100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities, and physical assessment where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1102 Beginning Soccer (1)**

(This is a common course number. Former course prefix/number PEH 104)

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1104 Beginning Softball (1)**

(This is a common course number. Former course prefix/number PEH 112)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1107 Intramural Athletics (1)**

(This is a common course number. Former course prefix/number PEH 116)

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1109 Beginning Golf (1)**

(This is a common course number. Former course prefix/number PEH 118)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1110 Beginning Tennis (1)**

(This is a common course number. Former course prefix/number PEH 119)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1111 Beginning Bowling (1)**

(This is a common course number. Former course prefix/number PEH 120)

Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. Lane fee. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1114 Beginning Swimming (1)**

(This is a common course number. Former course prefix/number PEH 123)

This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1115 Social Dance (1)**

(This is a common course number. Former course prefix/number PEH 124)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1116 Conditioning Exercise (1)**

(This is a common course number. Former course prefix/number PEH 125)

This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1117 Beginning Basketball And Volleyball (1)**

(This is a common course number. Former course prefix/number PEH 127)

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1119 Beginning Weight Training (1)**

(This is a common course number. Former course prefix/number PEH 131)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1120 Beginning Self-Defense (1)**

(This is a common course number. Former course prefix/number PEH 132)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1122 Outdoor Education (1)**

(This is a common course number. Former course prefix/number PEH 134)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1123 Beginning Walking for Fitness (1)**

(This is a common course number. Former course prefix/number PEH 135)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1124 Beginning Aerobic Dance (1)**

(This is a common course number. Former course prefix/number PEH 137)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1125 Aquatic Fitness (1)**

(This is a common course number. Former course prefix/number PEH 143)

This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is placed on water resistant exercises, lap swimming utilizing various kicks and strokes, relays, and a variety of aquatic games. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1130 Intermediate Lifetime Sports Activities (1)**

(This is a common course number. Former course prefix/number PEH 200)

Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1131 Intermediate Soccer (1)**

(This is a common course number. Former course prefix/number PEH 204)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1134 Intermediate Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 215)

Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1136 Intermediate Golf (1)**

(This is a common course number. Former course prefix/number PEH 218)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. Green fees. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1137 Intermediate Tennis (1)**

(This is a common course number. Former course prefix/number PEH 219)

Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1140 Intermediate Swimming (1)**

(This is a common course number. Former course prefix/number PEH 223)

The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3601085128)

**PHED 1141 Intermediate Weight Training (1)**

(This is a common course number. Former course prefix/number PEH 231)

Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1142 Intermediate Self-Defense (1)**

(This is a common course number. Former course prefix/number PEH 232)

Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1144 Intermediate Walking for Fitness (1)**

(This is a common course number. Former course prefix/number PEH 235)

Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1145 Intermediate Aerobic Dance (1)**

(This is a common course number. Former course prefix/number PEH 237)

This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1146 Intermediate Basketball (1)**

(This is a common course number. Former course prefix/number PEH 239)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of shooting, passing, dribbling, team play, strategies, and competitive play covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1147 Intermediate Volleyball (1)**

(This is a common course number. Former course prefix/number PEH 240)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the forearm pass, setting, spiking, serving, team play, strategies, and competitive play are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1148 Intermediate Baseball (1)**

(This is a common course number. Former course prefix/number PEH 241)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1149 Intermediate Cycling (1)**

(This is a common course number. Former course prefix/number PEH 245)

Improvement of physical fitness through cycling is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1150 Intermediate Bowling (1)**

(This is a common course number. Former course prefix/number PEH 220)

This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1164 Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 115)

Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. Pre- and Post-fitness assessments included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

**PHED 1270 Divemaster (2)**

(Former course prefix/number PEH 142)

Prerequisite: Physical Education 2271 or advanced certification from any of the national certifying organizations. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive divemaster certification. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

**PHED 1304 Health For Today (3)**

(This is a common course number. Former course prefix/number PEH 101)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015128)

**PHED 1306 Advanced First Aid And Emergency Care (3)**

(This is a common course number. Former course prefix/number PEH 257)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015328)

**PHED 1308 Sports Officiating I (3)**

(This is a common course number. Former course prefix/number PEH 147)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

**PHED 1309 Sports Officiating II (3)**

(This is a common course number. Former course prefix/number PEH 148)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

**PHED 1321 The Coaching Of Football And Basketball (3)**

(This is a common course number. Former course prefix/number PEH 236)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3105065128)

**PHED 2270 Scuba Diving (2)**

(Former course prefix/number PEH 225)

Prerequisite: Demonstrated competence approved by the instructor. This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. Equipment rental fee. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

**PHED 2271 Advanced Open Water Scuba (2)**

(Former course prefix/number PEH 228)

Prerequisite: Physical Education 2270 or appropriate certifying agency entry level certificate or 10 log book hours. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a qualified certifying agency. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

**PHYSICAL SCIENCE**

(See Physics)

**PHYSICS****PHYS 1401 Introductory General Physics (4)**

(This is a common course number. Former course prefix/number PHY 111)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**PHYS 1402 Introductory General Physics (4)**

(This is a common course number. Former course prefix/number PHY 112)

Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015339)

**PHYS 1405 Concepts In Physics (4)**

(This is a common course number. Former course prefix/number PHY 117)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015139)

**PHYS 1407 Concepts In Physics (4)**

(This is a common course number. Former course prefix/number PHY 118)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015139)

**PHYS 1411 Fundamentals Of Astronomy (4)**

(This is a common course number. Former course prefix/number AST 111)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4002015139)

**PHYS 1412 General Introductory Astronomy (4)**

(This is a common course number. Former course prefix/number AST 112)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4002015139)

**PHYS 1415 Physical Science (4)**

(This is a common course number. Former course prefix/number PSC 118)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4001015139)

**PHYS 1417 Physical Science (4)**

(This is a common course number. Former course prefix/number PSC 119)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4001015139)

**PHYS 2425 General Physics (4)**

(This is a common course number. Former course prefix/number PHY 201)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015439)

**PHYS 2426 General Physics (4)**

(This is a common course number. Former course prefix/number PHY 202)

Prerequisites: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015439)

## PORTUGUESE

### **PORT 1311 Beginning Portuguese (3)**

(This is a common course number.)

This course is an introduction to Portuguese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Portuguese for more than one semester enroll in Portuguese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course).

Students who successfully complete Portuguese 1311 and wish to continue their studies of Portuguese may register for Portuguese 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609045131)

### **PORT 1411 Beginning Portuguese (4)**

(This is a common course number. Former course prefix/number POR 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. This course may be repeated for credit. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609045131)

### **PORT 1412 Beginning Portuguese (4)**

(This is a common course number. Former course prefix/number POR 102)

Prerequisite: Portuguese 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Portuguese 1411. Emphasis is on idiomatic language and complicated syntax. This course may be repeated for credit. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609045131)

### **PORT 2311 Intermediate Portuguese (3)**

(This is a common course number. Former course prefix/number POR 201)

Prerequisite: Portuguese 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609045231)

### **PORT 2312 Intermediate Portuguese (3)**

(This is a common course number. Former course prefix/number POR 202)

Prerequisite: Portuguese 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Portuguese 2311. Reading and composition are continued. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609045231)

## PSYCHOLOGY

### **PSYC 2301 Introduction To Psychology (3)**

(This is a common course number. Former course prefix/number PSY 101)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standards in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015140)

### **PSYC 2302 Applied Psychology (3)**

(This is a common course number. Former course prefix/number PSY 202)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relation problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

### **PSYC 2306 Human Sexuality (3)**

(This is a common course number. Former course prefix/number PSY 103)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015340)

### **PSYC 2314 Developmental Psychology (3)**

(This is a common course number. Former course prefix/number PSY 201)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

### **PSYC 2316 Psychology Of Personality (3)**

(This is a common course number. Former course prefix/number PSY 205)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015740)

### **PSYC 2319 Social Psychology (3)**

(This is a common course number. Former course prefix/number PSY 207)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)  
(Coordinating Board Academic Approval Number 4216015140)

### **PSYC 2370 Selected Topics (3)**

(Former course prefix/number PSY 211)

This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec.)  
(Coordinating Board Academic Approval Number 4201015540)

## **READING**

### **READ 1370 College Reading And Study Skills (3)**

(Former course prefix/number RD 101)

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)  
(Coordinating Board Academic Approval Number 3801015735)

### **READ 1371 Speed Reading And Learning (3)**

(Former course prefix/number RD 102)

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)  
(Coordinating Board Academic Approval Number 3801015735)

## **REAL ESTATE**

*All course descriptions in Real Estate will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.*

## **RELIGION**

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.)

### **RELI 1304 Major World Religions (3)**

(Former course prefix/number REL 201. The common course number is PHIL 1304)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)  
(Coordinating Board Academic Approval Number 3802015235)

### **RELI 1370 Religion In American Culture (3)**

(Former course prefix/number REL 101)

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)  
(Coordinating Board Academic Approval Number 3802015135)

### **RELI 1371 Contemporary Religious Problems (3)**

(Former course prefix/number REL 102)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)  
(Coordinating Board Academic Approval Number 3802015335)

### **RELI 1372 The History And Literature Of The Bible (3)**

(Former course prefix/number REL 105)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)  
(Coordinating Board Academic Approval Number 3802015135)

## **RESERVE OFFICER TRAINING CORPS (ROTC): See Military Science**

## SEMICONDUCTOR MANUFACTURING

*All course descriptions in Semiconductor Manufacturing will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/cd.htm>] or from an academic advisor beginning June 1, 1999.*

## SOCIOLOGY

### **SOCI 1301 Introduction To Sociology (3)**

(This is a common course number. Former course prefix/number SOC 101)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015142)

### **SOCI 1306 Social Problems (3)**

(This is a common course number. Former course prefix/number SOC 102)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015242)

### **SOCI 2301 Marriage, Family, and Close Relationships (3)**

(This is a common course number. Former course prefix/number SOC 203)

Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

### **SOCI 2306 Human Sexuality (3)**

(This is a common course number. Former course prefix/number SOC 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

### **SOCI 2319 Race, Ethnicity and Community (3)**

(This is a common course number. Former course prefix/number SOC 204)

This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### **SOCI 2326 Social Psychology (3)**

(This is a common course number. Former course prefix/number SOC 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

### **SOCI 2370 Selected Topics (3)**

(Former course prefix/number SOC 209)

Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

## SPANISH

### **SPAN 1100 Spanish Conversation (1)**

(Former course prefix/number SPA 107)

Prerequisite: Spanish 1411 or Spanish 1412. The course is a further exploration of the Spanish language. This course consists of creative problem-solving utilizing the basic elements of the Spanish language. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(Coordinating Board Academic Approval Number 1609055431)

**SPAN 1311 Beginning Spanish (3)**

(This is a common course number.)

This course is an introduction to Spanish speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Spanish for more than one semester enroll in Spanish 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Spanish 1311 and wish to continue their studies of Spanish may register for Spanish 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

**SPAN 1411 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

**SPAN 1412 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 102)

Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

**SPAN 2306 Spanish Conversation I (3)**

(This is a common course number. Former course prefix/number SPA 207)

Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. The next course in this conversation sequence is Spanish 2370. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

**SPAN 2311 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 201)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPAN 2312 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 202)

Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPAN 2321 Introduction To Spanish Literature (3)**

(This is a common course number. Former course prefix/number SPA 203)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

**SPAN 2322 Introduction To Spanish Literature (3)**

(This is a common course number. Former course prefix/number SPA 204)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2321. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

**SPAN 2370 Spanish Conversation II (3)**

(Former course prefix/number SPA 208)

Prerequisite: Spanish 2306 or Spanish 2311 or the equivalent. This course is designed to further strengthen and improve oral skills in the language. Oral activities will continue to focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

**SPAN 2371 Spanish for Business I (3)**

(Former course prefix/number SPA 211)

Prerequisite: Spanish 2311 or the equivalent. This course exposes students to the Spanish language used in business including the terminology and idioms of Spanish business language in special oral and written communication. Emphasis is placed on the structure and content of Spanish business correspondence. Authentic materials are used to give students a contemporary view of business as it is conducted in Hispanic society. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

**SPAN 2372 Spanish for Business II (3)**

(Former course prefix/number SPA 212)

Prerequisite: Spanish 2371 or the equivalent. This course is devoted to the continued development of business language skills with a focus on the accurate use of business vocabulary and business style. Emphasis is on preparing students to function in Spanish in a business setting via practice of receptive and productive linguistic skills. The course also provides training in cross-cultural communication skills and is designed to help students achieve levels of proficiency to meet foreign language needs for business and international trade. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)  
(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

**SPEECH COMMUNICATION****SPCH 1144 Speech Communication Laboratory (1)**

(This is a common course number. Former course prefix/number SC 100)

This laboratory course focuses on students applying speech communication skills through service projects, internships, and leadership activities. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

**SPCH 1145 Speech Communication Workshop (1)**

(This is a common course number. Former course prefix/number SC 110)

This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

**SPCH 1311 Introduction To Speech Communication (3)**

(This is a common course number. Former course prefix/number SC 101)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015135)

**SPCH 1315 Fundamentals Of Public Speaking (3)**

(This is a common course number. Former course prefix/number SC 105)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)  
(Coordinating Board Academic Approval Number 2310015335)

**SPCH 1318 Interpersonal Communication (3)**

(This is a common course number. Former course prefix/number SC 203)

This course presents theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)

(Coordinating Board Approval Number 2310015435)

**SPCH 1321 Business And Professional Communication (3)**

(This is a common course number. Former course prefix/number SC 209)

Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015235)

**SPCH 1342 Voice And Articulation (3)**

(This is a common course number. Former course prefix/number SC 109)

Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

**SPCH 2144 Forensic Workshop (1)**

(This is a common course number. Former course prefix/number SC 201)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

**SPCH 2335 Discussion And Debate (3)**

(This is a common course number. Former course prefix/number SC 205)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015935)

**SPCH 2341 Performance of Literature (3)**

(This is a common course number. Former course prefix/number SC 206)

Various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015735)

**SPCH 2370 Group Interpretation (3)**

(Former course prefix/number SC 208)

This course offers practical experience in sharing fiction and nonfiction selections with audiences. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting, and arranging prose and poetry, and applying reader's theatre techniques to group performance of literature. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015735)

**SPCH 2389 Academic Cooperative in  
Communication (3)**

(This is a common course number. Former course prefix/number  
SC 211)

This instructional program is designed to integrate on-campus study with practical hands-on work experience in Communication. In conjunction with class seminars, the student will set specific goals and objectives in the study of Communication. This course may be repeated for credit. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2401035230)

**THEATRE**

(See Drama and Dance)

**TRAVEL, EXPOSITION AND MEETING  
MANAGEMENT**

*All course descriptions in Travel, Exposition and Meeting Management will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [<http://www.dcccd.edu/admiss/cd.htm>] or from an academic advisor beginning June 1, 1999.*